

College of Science Promotion and Tenure Requirements

7-1-2021

In addition to the requirements made university wide and stated in the Faculty Handbook the college has the following additional requirements.

1. In order to be considered for promotion and tenure, the faculty member makes the request the latest in the winter term of the preceding academic year in which formal evaluation is requested. For the required tenure cases, the department head notifies the candidate during winter term the latest.
2. Departments inform the College of the names of all faculty members who will undergo extensive review by the end of Winter term of the academic year preceding the academic year of formal evaluation.
3. External letters for instructors have to come from outside the department and the majority of letters should be from evaluators with a strong teaching experience.
4. Dossiers for candidates with a larger teaching role should include student feedback based on at least 8 student letters.
5. Submission of dossiers has to follow the time line provided each year by the college.
6. Each department will have a description published of the procedures used in that department for the evaluation of the candidates.
7. Any person who was the MS or PhD advisor of a candidate is considered to have a conflict of interest and should not participate in the promotion and tenure process.
8. Unit level Conflict of Interest decisions will be reported to the Dean, who has the authority to overturn the unit level decision when the unit found no conflict.
9. College P&T committee Conflict of Interest decisions will be reported to the Dean, who has the authority to overturn the decision when the unit found no conflict.
10. Conflicts of interest involving the Dean will be referred to the Provost.
11. The direct supervisor for FRAs and RAs is not part of the unit PandT committee