

College of Earth, Ocean, and Environment Promotion and Tenure

Policy Statement F/1/09

(Supersedes Policy Statements F/1/82, F/2/83, F/1/91, F/1/92, F/1/98, F/1/07)

There shall be a Committee on Promotion and Tenure in the College of Earth, Ocean, and Environment (CEOE). This Committee shall work in close coordination with promotion and tenure committees in the School of Marine Science and Policy, the Department of Geography, and the Department of Geological Sciences. Initial, peer-level review of candidates shall be conducted by the promotion and tenure committee in the relevant School or Department. Additional reviews by the School Director or Department Chair shall be required prior to review by the CEOE Committee. In all cases, the review shall be conducted according to University regulations as outlined in [section IV-D-8](#) of the University of Delaware Faculty Handbook. (<http://www.udel.edu/provost/fachb/>)

1. Functions

The CEOE Committee on Promotion and Tenure shall be responsible for assuring that peer-level evaluation of each candidate has been conducted in a manner that is fair and equitable across the College. The CEOE Committee shall review the results of School- or Department-level evaluation for each candidate in the context of this responsibility. Results of these College-level reviews shall be reported in a timely fashion to the appropriate individuals, per University regulations. The committee also, together with the Dean, assists the Departments and the School in developing or revising their criteria for promotion and tenure.

2. Composition

The composition of the Committee shall reflect the size of the various academic units constituting the CEOE. The present Committee shall consist of two members from the School of Marine Science and Policy, one member from the Department of Geography, one member from the Department of Geological Sciences, and one member who shall represent the College at-large. Membership shall be restricted to tenured faculty. Members of the Committee shall be elected by vote by all tenure-track and research faculty who have their primary appointment in the CEOE. The Dean shall request a slate of candidates, suitable for replacing the outgoing members of the committee, from the faculty of the College at the beginning of each academic year. For valid election to the CEOE Committee, at least two thirds of the eligible faculty must cast a vote. Each committee member will normally serve for two years. The Committee shall elect its Chairperson each year. Normally, the Chair of the Committee will serve as Chair for one year. Faculty members may not hold simultaneous membership on the Promotion and Tenure Committee of the CEOE and on the committee of the School or of either Department in the College.

3. Procedures

- a. The CEOE Committee on Promotion and Tenure shall confirm that the respective School or Department Committee has conducted a thorough and impartial review of the candidate's academic record and promise. The CEOE Committee may, at their discretion, call for additional evidence to be solicited by the School or Department committee.
- b. The Committee's statement of recommendations and decisions must include the numerical vote and must be transmitted in writing to the candidate, to the School Director or Department Chair, to the Dean, and to the University Committee on Promotion and Tenure. Signed minority opinions may be forwarded as appendices to the Committee's recommendations.

4. Dossiers

Dossiers shall be organized according to guidelines in [section IV-D-9](#) of the Faculty Handbook. The School or Department Committee shall assure that all dossiers going forward to the College Committee meet these organizational criteria.

5. Peer Evaluation for Candidates in Academic Programs

Solicitation of peer evaluations is conducted by the relevant School or Department Committee in accordance with School or Department policy.

6. Qualifications

The qualifications for each rank are defined by School or Department policy, as described in the Promotion & Tenure documents found at the Provost's website (<http://www.udel.edu/provost/dept.html>).

7. Dossier Review

The Dean shall review the dossier of all faculty members nominated for appointment, promotion, or tenure within the College and either endorse or recommend against the action of the College Committee by written notification to the candidate, the College Committee, and the relevant Chair or School Director. The Dean shall forward the dossier to the University Committee on Promotions and Tenure.

8. Orderly, Reasonable, and Fair Procedures

An appeal of the decision of the College Committee may be submitted by the faculty member within five days of receiving the Committee's decision as specified in the University of Delaware Faculty Handbook (see above).

9. Publication and Distribution of Policy Statement

This document on promotion and tenure shall be published in the Policy and Procedures of the College of Earth, Ocean, and Environment and be distributed to every faculty member of the College. (<https://www.ceoe.udel.edu/CAIS/features/policies.aspx>)

10. Schedule

The time schedule for the promotion process is given below as outlined in [section IV-D-8](#) of the University of Delaware Faculty Handbook. .

- March 15: Candidate notifies Chair or Director in writing of intention to apply for promotion. Department or School Promotion and Tenure Committee begins the process of soliciting peer evaluations.
- September 1: Dossier to Department/School committee and Chair/Director.
- October 1: Department/School committee recommendation to Chair/Director.
- October 15: Chair/Director recommendation to the College Committee and Dean.
- December 1: College Committee recommendation to the Dean.
- January 2: Dean's recommendation to the University Promotions and Tenure Committee.
- February 15: University Promotion and Tenure Committee's recommendation to Provost.
- February 28: Provost's Recommendation.

Legislative History

- Promulgated by the Dean – 1980.
- COMSEX members recommended an amendment to Policy Statement F/1/82 to reflect reduction of College academic programs from six to four – 1 May 1983.
- Dr. Mangone prepared amendment to revise composition of the Promotion and Tenure Committee – 2 May 1983.
- Proposed amendment was distributed to the faculty and approved - 12 May 1983.
- Promulgated by the Dean – 25 May 1983.
- Dean Thoroughgood recommended that length of service of Chair and committee members be added – 24 August 1990.
- P & T Committee prepared amendment – 12 October 1990.
- Proposed amendment was distributed to the faculty and approved – 2 November 1990.
- Promulgated by the Dean – 3 January 1991.
- The procedure stating that program directors withdraw from the P&T Committee when faculty in their programs are under review was discussed at the August 31, 1992 faculty meeting. The faculty voted to eliminate this statement from the policy statement.

- Promulgated by the Dean — 31 August 1992.
- Section (c) of Qualifications for Appointment to Rank of Associate Professor and Section (c) of Qualifications for Appointment to Rank of Professor discussed and modified by faculty vote at the February 3, 1995 faculty meeting.
- P&T revised policy statement to comply with University P&T statement and brought revision before faculty – 20 February 1998.
- P&T forwarded revision to Faculty Senate P&T – 27 February 1998.
- Faculty Senate P&T approved revision and forwarded to Provost – 25 March 1998.
- Provost approved revision – 5 May 1998.
- Promulgated by the Dean – 6 May 1998.
- Discussed by CMES Academic Council 30 May 2006, 10 Oct. 2006, 14 Nov. 2006.
- Approved by vote of CMES faculty – 12 Dec. 2006.
- Promulgated by Dean Targett – 14 Dec. 2006.
- Faculty Senate P&T approved – 23 Jan. 2007.
- Revised and approved by CEOE Academic Council – September 18, 2009
- Approved by vote of CEOE faculty – September 28, 2009.
- Promulgated by Dean of CEOE – September 29, 2009.
- Faculty Senate P&T approved and forwarded to Provost– August 15, 2011.