

## **Operational Procedures of the College Committee on Faculty Promotion and Tenure**

Approved by CEPP Faculty, September 1998.

Amended to conform with university policy and CEHD Bylaws adopted in April 2011.

Amended and approved by CEHD Faculty April 2015.

### **1.0 Composition of the College Committee on Faculty Promotion and Tenure (*amended April, 2011*)**

The College Faculty Promotion and Tenure Committee will consist of not more than five members selected by the Faculty Council, or a committee designated by it, based on nominations from each academic unit (Department or School). Each spring, each unit will nominate two full professors and two other faculty members. The Faculty Council, or its designated committee, will then compose the committee from those nominated in such a way as to ensure a committee of three or five members with a majority of the committee at the rank of Full Professor, and all members at or above the rank being sought by the candidate for promotion. The Faculty Council, or its designated committee, will also seek to ensure continuity of membership on the Promotion and Tenure Committee and diversity of representation of unit and rank. University policy also states that the college committee should be broadly representative of the major fields within its purview. Not every discipline can be represented, of course, but the committee should be sufficiently large to encompass a wide range of viewpoints.

The Promotion and Tenure Committee will elect a chair from its membership. All members of the Promotion and Tenure Committee will be voting members for the purposes of election of chair and voting on promotion and tenure of candidates in accordance with university policy. Faculty members may participate and vote on either the department or the college level, but not on both. Proxy voting (addressed in article IX of the College Bylaws) will not be allowed in Promotion and Tenure Committee votes.

### **2.0 Functions of the College Faculty Promotion and Tenure Committee**

The functions of the College Committee on Faculty Promotion and Tenure are:

2.1 To clarify policies and procedures.

2.1.1 Advise the faculty, dean of the College, the heads of academic units, and department or school promotion and tenure committees on the adequacy, comparability and equity of departmental or school procedures, standards, and criteria.

2.1.2 Provide all College faculty with a copy of the College Committee's policies and procedures.

2.2 To receive the recommendations for promotion and/or tenure from the departmental or school committee(s) and chairperson or school director.

2.2.1 Shortly after the receipt of a promotion or tenure dossier, and after the committee's initial meeting, the chairperson will acknowledge receipt of the dossier in a letter to the

applicant, the department chairperson or school director, and the chairperson of the department or school promotion and tenure committee.

2.3 To review decisions at departmental or school levels to determine whether published policies and procedures were followed, and whether recommendations are consistent with published criteria and evidential materials.

2.3.1 Review and evaluate departmental or school recommendations for compliance with published and approved procedures and standards for the proper application of criteria.

2.4 To conduct a review and evaluation of dossier.

2.4.1 The College Faculty Committee on Promotion and Tenure shall use the approved departmental or school criteria to make its recommendation. The Committee's evaluation of the candidate shall be based solely on how well the candidate meets the standards of his/her department's or school's promotion and tenure document.

2.4.2 Before reaching a final decision the committee may consult with the candidate or the department or school regarding additional evidence that might clarify the promotion dossier. The candidate must be informed of and consulted about the requests for additional information and the nature of the information prior to its solicitation by the Committee. The candidate must be allowed access to any additional materials other than confidential materials and has the right to comment on them. This information may be part of the Committee's final report.

2.4.3 The Committee will decide matters by majority vote. All eligible members of the committee [see Section 1.0 for definition of eligibility] must vote either yes or no. A Committee member may abstain only if the member believes that he/she has a conflict of interest with the candidate.

2.4.4 All discussions of the Committee in reviewing dossiers, and the vote of individual members of the Committee, shall remain confidential.

2.4.5 The Committee's report should reflect any divisions of opinion in the Committee's evaluation of the candidate. If there are written minority opinions, these will be included as appendices. The report will contain a record of the vote count, including support for majority and minority opinions, and reasons for the recommendation.

2.5 To make recommendations concerning candidate's application for promotion or tenure.

2.5.1 In accordance with University policy, the results of the review by the college committee shall be promptly reported in full and in writing to the candidate, department committee, and department chairperson or director, and be forwarded with the dossier to the dean. Fairness to the candidate and department requires that the committee explain its disagreements (if any) with recommendations made at an earlier stage.

2.5.2 The committee will forward a copy of the recommendation to the candidate. Every effort should be made to maintain the confidentiality of all materials presented to the candidate. The candidate will be given five (5) working days during which time the Committee will respond to requests from the candidate for clarification of the Committee's recommendation. An intention to appeal must be given to the Committee within these five (5) working days. An appeal includes: (1) a letter documenting the basis of the appeal, usually written by the candidate; and (2) a scheduled meeting with the Committee. The University Faculty Handbook (Section 4.4.8) stipulates that: "It is strongly recommended that the candidate attend the appeal meeting. Representatives of the candidate can also attend and participate in the appeal meeting. Appeals must be handled within two weeks, except under extenuating circumstances."

2.5.3 After five days from the date of the submission of the Committee's report to the candidate, or after an appeal has been heard, the Committee will promptly determine whether any changes need to be made in its recommendation and submit its report in writing to the candidate, the department chair or school director, and the department or school promotion and tenure committee. The Committee will also promptly submit the report to the dean along with the candidate's dossier.

### **3.0 Timetables**

3.1 Timetables specified in University promotion and tenure policies and procedures should be strictly adhered to at all levels of institutional review.

### **4.0 Compliance to University Policy**

4.1 All policies and procedures of The College Committee on Faculty Promotion and Tenure shall be in compliance with published Policies and Procedures of the University of Delaware. As revisions in prevailing policies occur at the University level, resulting changes in the policies and procedures of The College Committee on Faculty Promotion and Tenure must be made in a manner consistent with the original ratification of this document.