

POLICY MEMORANDUM NO. 235

TO: All Instructional Faculty
Deans and Department Heads

FROM: Charles W. Steger

DATE: June 7, 2004

SUBJECT: Composition of University Level Promotion
and Tenure Committee

Original Resolution Approved CFA: February 13, 2004
First Reading University Council: March 1, 2004
Approved by University Council: March 15, 2004
Approved by the President: March 15, 2004
Approved by the Board of Visitors: June 7, 2004
Effective date: Fall 2004

The University Council and the Board of Visitors, on recommendation of the Commission on Faculty Affairs, approved a resolution modifying membership of the university-level promotion and tenure committee to reflect changes in the colleges due to restructuring.

Following is the text of that resolution:

WHEREAS, the previous College of Arts and Sciences was accorded two faculty representatives on the university-level promotion and tenure committee in recognition of the substantially greater size of the faculty; and

WHEREAS, restructuring of the various colleges has changed the distribution of faculty so that no one college is significantly larger than several others; and;

WHEREAS, the College of Liberal Arts and Human Sciences will merge their previously separate review processes for 2004-05, no longer requiring a second representative to serve on the university committee;

THEREFORE be it resolved that section 2.8.4.3 of the Faculty Handbook be modified as below to provide one faculty representative from each college and one at-large faculty representative nominated by the Faculty Senate in order to preserve a faculty majority on the committee.

Excerpt Concerning Committee Composition,
Section 2.8.4.3 University Evaluation

The following further guidelines on formation and procedures of the university committee have been approved by the University Council on recommendation of the Committee on Faculty Affairs:

1. The university committee should consist of the college deans and

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tenured faculty members of the rank of associate professor or higher, one from each college **and one faculty member at large**. ~~except for the College of Liberal Arts and Human Sciences, which should be represented by two.~~ The selection of the faculty members should be based on demonstrated professional excellence.

2. All members of the committee should hold voting privileges. Irrespective of the size of the committee, the faculty should always have at least a majority of the potential votes.
3. Some significant element of faculty choice should be a part of the selection procedure; therefore, each college faculty, by means deemed suitable by them, should nominate two faculty members for each vacancy, from which the provost will select one. **The Faculty Senate shall nominate two faculty members for the at-large appointment, from which the provost will select one.**
4. The faculty members of the committee should hold rotating terms of three years.
5. The provost should chair the committee, but not hold voting privileges.
6. All voting within the committee should be by written secret ballot; the division of any ballot must remain confidential.