

## **College of Health and Human Sciences Promotion & Tenure Committee Guidelines**

### Function

- Evaluate the dossiers of candidates for indefinite and/or promotion and make recommendations to the Dean.
- Make recommendations to the Dean regarding the promotion and tenure policies of the College.
- Take the lead in working with the Dean and Department Chairs to provide an annual spring workshop for College faculty on the promotion and tenure process, post tenure review, and dossier preparation.

### Composition

- One resident\* faculty member elected from each department by an election held within the department or resident faculty, one off-campus Extension faculty member elected College-wide by faculty with off-campus Extension appointments, and two at-large members elected by the whole College.
- Tenured, associate or full professors with at least 0.5 FTE in the College are eligible to be elected to the Committee.
- There shall be at least one member at each eligible rank (associate and full professor).
- No department shall have more than two representatives on the Committee at the same time; nor shall there be more than two Committee members with a current appointment in Extension.
- Members of the College Committee shall **not** participate in deliberations, votes, and recommendations at the department level for candidates for indefinite tenure and/or promotion in their department.
- Any Committee member who applies for promotion shall vacate his/her seat on the Committee.
- College administrators (dean, assistant and associate deans, department chairs) are not eligible to serve on the Committee.

### Elections

- In the first week of fall term, the Dean's Office will notify those departments and Extension Program whose Committee representative's term is to expire to initiate the process to elect a successor.
- Any faculty member in a position that has a tenure and/or a promotion track (i.e., instructors, faculty research assistants, clinical track, and professorial rank faculty), on at least a 9-month contract, and with at least 0.5 FTE in the College are eligible to vote in their respective

department or Extension program elections and in elections for at-large members.

- The at-large election will follow the department elections. The current Committee chairperson will oversee the election, with support from the Dean's Office. If the chairperson is eligible to be on the ballot, then another Committee member, selected by the Committee, will oversee the election process. When necessary, the

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\*"resident" includes all on-campus faculty in the department including all faculty with teaching, research, and Extension appointments and responsibilities.

balloting will be conducted to ensure that there is at least one Committee member of each eligible rank.

- Once the department and at-large elections are completed, the continuing and incoming Committee members shall elect the chairperson for the next academic year.
- Faculty are eligible to be elected to successive terms.
- When a vacancy occurs on the Committee, an election shall be held to select a representative to complete the term. The election shall be conducted at the department, Extension program, or College level in accordance with the seat that is vacated. If the vacancy occurs during the academic year, the election will be held at that time. If the vacancy occurs between academic years, the election will be held in the fall in conjunction with the other elections.

#### Term

- Department and Extension representatives will be elected for terms of 3 years, the College at-large representatives will be for 2 year terms. Terms begin on January 1. The terms of Committee members shall be staggered.

#### Review

- Before the end of each academic year, the Committee shall review the functions, procedures and composition of the CHHS Promotion and Tenure Committee and forward to the Dean any recommendations for change.

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