

College of Public Health & Human Sciences Promotion & Tenure Committee Guidelines

Function

- Evaluate the dossiers of candidates for indefinite tenure 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 School Directors to provide periodic workshops for College faculty on the promotion and tenure process, post tenure review, and dossier preparation.

Composition

- Three resident¹ faculty members elected from each school by an election held within each school, and two off-campus Extension faculty members elected College-wide by faculty with off-campus Extension appointments.
- 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 three full professors on the Committee. Of the three faculty members representing each school, at least one must be a full professor. Of the two faculty members representing off-campus Extension, at least one must be a full professor.
- Members of the College Committee shall **not** participate in deliberations, votes, and recommendations at the school level for candidates for indefinite tenure and/or promotion in their school.
- Any Committee member who applies for promotion shall vacate his/her seat on the Committee.
- College administrators (dean, assistant and associate deans, school co-directors) are not eligible to serve on the Committee.

Elections

- In the first week of fall term, the Dean's Office will notify those schools and/or the Extension program whose Committee representative's term is to expire to initiate the process to elect a successor.
- School co-directors will oversee the elections in the schools. The Extension Family & Community Health and 4-H Program Leader will oversee the election with off-campus Extension.
- Tenured and tenure-track faculty members on at least a 9-month contract and with at least 0.5 FTE in the College are eligible to vote in elections in their respective school or as off-campus Extension faculty.
- Those receiving the most votes will fill vacancies on the Committee unless the school or the off-campus Extension faculty do not have a full professor on the

¹ "resident" includes all on-campus faculty in the school, including all faculty with teaching, research, and Extension appointments and responsibilities.

- Committee, in which case the full professor who receives the most votes must fill one of the vacancies.
- Once the school and off-campus Extension elections are completed, the continuing and incoming Committee members shall elect the chairperson for the 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 school or off-campus Extension 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

- School and off-campus Extension representatives will be elected for terms of three years. Terms begin on October 16. 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 CPHHS Promotion & Tenure Committee and forward to the Dean any recommendations for change.

Approved by the faculty in Biological & Population Health Sciences 3/15/12

Approved by the faculty in Social & Behavioral Health Sciences 3/16/12