

Committee and Chair Obligations

The responsibilities of Department Promotion Committees, Department Chairs, and the University-wide Promotion Committee have been abstracted below. This memo is unofficial. The CBA and PROMOTION POLICIES AND PROCEDURES contain the complete rules.

Department Promotion Committees:

- A. At least three tenured members elected from the department (where possible) and exclude the department chair and relatives
- B. Hold elections by October 1st and an organization meeting no later than October 15
- C. Provide the candidate with standard application forms which are to be completed by him or her and submitted to the department chairperson with appropriate accompanying evidence by November 1
- D. Inform candidates that all materials submitted to it shall become a part of the candidate's file held by the University-wide Promotion Committee/President
- E. Authenticate all documents contained in the application that it forwards to the University-wide Promotion Committee
- F. Determine the evaluation percentages for mixed-workload faculty
- G. Grant the candidate for promotion his/her right to appear before the Department Promotion Committee prior to a recommendation being made to the University-wide Promotion Committee (February 1).
- H. Critically evaluate the application based on approved policies and procedures
- I. At least two weeks prior to submitting its recommendations to the University-wide Promotion Committee, inform all candidates of the recommendation to be made by the Department Promotion Committee
- J. Review all of the evidence presented and, using approved criteria, make a recommendation to the University-wide Promotion Committee. This recommendation shall contain specific references to the evidence considered by the Department Committee.
- K. Give each candidate the reasons for the recommendation to be made and, when appropriate, offer suggestions to the candidate
- L. Submit in writing the list of applicants for promotion at each professorial rank, together with detailed recommendations to the University-wide Promotion Committee not later than February 1st and send a copy of the list of applicants to the dean or other appropriate management personnel.
- M. Forward to the President, not later than January 7th all data and materials upon which the recommendations of the Department Promotion Committee are based.

Department Chairs:

- A. Conduct election of the department promotion committee (Oct 1)
- B. Convene first meeting of department promotion committee and conduct election of committee chairperson (Oct. 15)
- C. Receive application materials (Nov 1) and forward them to Department Committee
- D. Critically evaluate the application based on approved policies and procedures
- E. At least two weeks prior to recommending to the University-wide Promotion Committee, inform all candidates of his or her recommendation
- F. Submit the full list of applicants from his or her department together with a detailed recommendation with respect to each applicant, in writing, to the University-wide Promotion Committee not later than February 1 and send a copy to the appropriate dean or other management personnel
- G. Provide the candidate(s) with the reasons for the recommendations made and, when appropriate, offer suggestions to the candidate(s) that may lead to a more favorable review in the future
- H. Forward to the President, not later than January 7th all data and materials upon which the recommendations are based.
- I. Recluse self from evaluations of relatives (as defined in the CBA)

University-wide Promotion Committee:

- A. Hold an organizational meeting not later than September 20
- B. Oversee the publication and distribution of the timetable for promotions (letter sent to all faculty in September)
- C. Oversee the publication and distribution of the PROMOTION POLICIES AND PROCEDURES (this document and handouts)
- D. Institute procedures at each level of the promotion process to ensure fair and equal treatment
- E. Ensure that recommendations from Department committees are based upon the categories specified in the PROMOTION POLICIES AND PROCEDURES
- F. Allow candidates to appear before the University-wide Committee (Candidates: notify the committee by Feb. 7)
- G. Carefully review materials of each applicant including unofficial transcripts obtained from personnel
- H. Request additional information as necessary from candidates through a request to the Department Promotion Committee
- I. Return (with instructions) Department Promotion Committee recommendations that are unsatisfactory
- J. Assemble a ranked list of applicants for promotion at each academic rank and forward it, along with the committee's recommendation and all evidence upon which the recommendation is based, to the President (by April 15)
- K. Allow candidates access to copies of all documents reviewed by the committee except that no candidate shall have access to another candidate's documents