

Implementation of the Faculty Senate Resolution
“On the independence of departmental committees for promotions and tenure”
(December 1, 2004)

- The elected faculty Chair’s responsibilities are: (1) to ensure that the faculty conduct a thorough deliberation of the case; (2) to keep detailed notes of the discussion; (3) to record the final vote for and against promotion and/or tenure; and (4) to ensure that all faculty present sign the Promotion and Tenure Form. The Chair’s own vote is recorded as part of the faculty vote.
- Soon after the meeting at which the final vote is taken, the Chair must provide to the Head a signed written summary of the deliberations, including the arguments given both for and against promotion/tenure. The Head shall use the Chair’s summary in preparing his/her Summary Evaluation for the tenure and promotion dossier, which must include the range of faculty opinions expressed in the Chair’s summary, both *pro* and *con*. A copy of the Chair’s summary should be kept in the department.
- The procedure mandated by the resolution must also be followed in those rare cases in which the Department decides not to seek external review letters because of serious deficiencies in the candidate’s record, and so votes to deny tenure and/or promotion at a spring rather than at a fall meeting.
- The procedure need not be followed in the case of the annual reviews for promotion from Associate Professor to Professor required by the College guidelines. However, if the Department decides to compile a dossier supporting promotion, a formal vote should be taken using the procedure mandated by the resolution.
- In the case of early considerations for tenure at the Associate Professor rank or for tenure and promotion from Assistant to Associate Professor, the procedure should be followed only if the Department decides to compile a dossier supporting tenure or promotion.

College of Arts and Sciences

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