

School of Education Promotion & Tenure Committee of the whole

**** denotes changes to current procedures passed by Faculty Assembly on 5/3/05**

- ** Tenure-track faculty may vote only once and should do that at the department level. Once they have voted at the department level, faculty may not vote again at any higher levels.
- All SOE tenured faculty members are invited to review documents of all candidates under consideration for reappointment, tenure and/or promotion each year.
- All tenured faculty members are invited to participate in the evidence-gathering phase(s) of the SOE P&T meeting.
- ** When a vote is taken to close the evidence-gathering phase of the meeting, the Department Chair and faculty from a department with a candidate under consideration must leave during the deliberation and voting phases of the meeting.
- ** According to Alan Boyette, other Department chairs would be considered faculty and thus eligible to vote on candidates from departments other than their own.
- All votes will be cast by private ballot.
- Associate and Full Professors who are eligible (meaning that they have reviewed documents provided and signed that they have done so) may vote regarding decisions about Assistant Professors.
- Only eligible Full Professors may vote regarding decisions about Associate Professors.
- The *Chair of the SOE P&T Committee will be elected by the committee as a whole to serve a two-year term.

* Duties of the Chair: The Chair of the School of Education P&T Committee has the following responsibilities include: (1) convening timely meetings according to the University's P&T calendar as distributed by the Provost; (2) conducting all meetings following the University's guidelines regarding time for evidence gathering and time for deliberation; (3) summarizing the results of the meeting and the vote(s) in a written memo to the Dean. The Chair of the SOE Promotion and Tenure Committee also serves on the University Promotion and Tenure Guidelines Committee.