BROAD COLLEGE REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE

The specifications for the Broad College Reappointment, Promotion and Tenure Committee are detailed below. Departmental bylaws guide this process.

1. **External reviews:** A minimum of five external review letters are required for all tenure and promotion decisions. Candidates for tenure and/or promotion may submit names for consideration as external reviewers, but neither the finalized list of reviewers nor the review letters themselves will be made available to candidates unless otherwise required by law (e.g., FOIA) or University policy (e.g., Faculty Grievance Procedure, policy on Confidentiality of Reference Letters).

2. **Reading committees:** Departmental reading committees consisting of three faculty who exceed the candidate in rank should be established to provide an in-depth written review of the candidate’s research, teaching and service. Reading committee members will be selected by the academic units and all efforts will be made to ensure that the committee includes faculty with expertise in the candidate’s field. Candidates are encouraged to provide a thorough and complete set of materials to the reading committee for initial review. When necessary, reading committees may also solicit additional materials from the candidate and unit heads. The reading committee’s review will provide input to the appropriate departmental faculty voting body as they deliberate the tenure/promotion recommendation. The reading committee report is to be prepared independently of the outside review letters. After incorporation of input from the appropriate voting group in the department, a written evaluation will be submitted to the academic unit head to become part of the candidate’s formal materials. The written evaluation, including the reading committee report, will be held confidential unless otherwise required by law (e.g., FOIA) or University policy (e.g., Faculty Grievance Procedure, policy on Confidentiality of Reference Letters). The academic unit head will continue to prepare their independent report, taking into account advice from the departmental reading committee and appropriate departmental faculty voting body.

Proposed Specifications for the College RPT Committee

1. The Broad College Reappointment, Promotion and Tenure Committee will consist of six tenured full professors representing the academic units in the Broad College.

2. The dean in consultation with the academic unit heads and the Broad College Advisory Committee (CAC) will appoint committee members.

3. The function of the RPT is advisory (non-voting) to the dean regarding policy, procedures, and all recommendations required or proposed by academic units related to reappointment, promotion, and tenure. The RPT will also review unit procedures and criteria for reappointment, promotion and tenure and evaluate them for compliance with Broad College and university procedures and will also conduct periodic reviews of Broad College guidelines for reappointment, promotion and tenure.
4. The committee will meet at the beginning of the academic year to review all operating documents and elect a chair from its membership, as specified by the college. The committee will meet again with the dean after the dean has met with the relevant academic unit heads of the candidates to review the materials for each candidate for reappointment, promotion, and tenure prior to the dean sending his/her recommendations to the provost. In this meeting, the dean will discuss his/her evaluation of each candidate and his/her recommendation to the provost. The committee will provide their input to these recommendations in an advisory fashion.

5. Candidates are reviewed according to criteria and standards as specified in academic unit bylaws and the university’s statement on “Appointment, Reappointment, Promotion and Tenure Recommendations.”

6. The following materials will be provided for each candidate for review: 1) completed Form D; 2) Vita; 3) reflective essay; 4) reading committee report; 5) academic unit head report; 6) external review letters (only for candidates seeking promotion/tenure); and 7) additional relevant information may be provided by the candidate prior to the date of the RPT committee meeting and with the permission of their academic unit head. The committee may request additional information regarding a candidate if it believes that this is necessary.
7. Reappointment, Promotion, and Tenure (RPT) Committee

7.1. The RPT Committee shall act in an advisory capacity (non-voting) to the dean regarding departments/school recommendations for reappointment, promotion, and tenure. In the same capacity, it shall advise the dean regarding policy, procedures, and the consistency of all recommendations from departments related to reappointment, promotion, and tenure. The RPT Committee will review unit procedures and criteria (and implementation thereof) with respect to the dimensions of performance considered for reappointment, promotion, and tenure and evaluate them for compliance with Broad College and university procedures and criteria and will conduct periodic reviews of Broad College policies and procedures for reappointment, promotion, and tenure.

7.2. Composition of the RPT Committee

7.2.1. The RPT Committee will consist of one tenured full professor from each academic unit of the college.

7.2.2. The dean in consultation with academic unit heads and the College Advisory Council (CAC) will appoint committee members.

7.2.3. Faculty representatives from each academic unit, shall serve for a two-year term, renewable for a second term. Terms of office shall be arranged through the following process: (1) academic units listed in Appendix A shall be divided into two equal parts; (2) in the event of an odd number of units, the first half of the list shall be the longer of the two; (3) those units on the first half of the list shall provide new members in even numbered years and those in the second half of the list shall provide new members in odd numbered years.

7.2.4. In the event a representative to the RPT Committee is unable to serve for the entire period of their term, the appropriate faculty constituency in consultation with the dean and the CAC will provide a replacement to serve out the remaining portion of the departing member’s term.

7.2.5 After the academic unit faculty vote occurs, RPT members shall not engage in communication regarding RPT cases with anyone, including other RPT members, outside of the RPT committee meeting.
7.3. Meetings and Procedures

7.3.1. The RPT Committee shall communicate to each academic unit the procedures by which units will evaluate candidates for reappointment, promotion and tenure. Prior to the spring semester meeting, the dean will provide the following materials to RPT Committee members for each candidate for reappointment, promotion, and tenure:

(1) completed Form D;

(2) vita;

(3) reflective essay;

(4) reading committee report;

(5) chair report;

(6) external review letters (only for candidates seeking promotion/tenure); and

(7) additional relevant information may be provided by the candidate prior to the date of the RPT meeting and with the permission of their academic unit head.

7.3.2. The RPT Committee will meet with the dean and the associate dean responsible for research during the fall semester to review all operating documents and to elect a chair from its membership. Also during the fall semester, the dean should present a list of those candidates seeking reappointment, promotion, or tenure.

7.3.3. The Committee will meet again with the deans during spring semester after the deans have met with the relevant academic unit heads of the candidates for reappointment, promotion, and tenure to review the materials for each candidate prior to the dean sending his/her recommendation to the provost. In this meeting, the Committee will provide advice to the dean on all reappointment, promotion, and tenure recommendations required or proposed by departments/school. The Committee members will provide their input in an advisory fashion.
7.3.4. A quorum exists when a majority of the Committee are present.

7.3.5. No business shall be transacted in the absence of a quorum.

7.3.6. Motions shall pass the Committee by simple majority vote of those members present.