

## **University Committee on Promotion and Tenure**

### **Standards and Review Procedures**

#### **I. Standards and Criteria for Promotion and Tenure**

In evaluating candidates for promotion and/or tenure, UCPT uses the university standards for promotion and tenure as outlined in the Faculty Senate Rules and Regulations (FSRR), Article VI, Section 2, in concert with the criteria as specified in each candidate's home department and/or school, as specified in the FSRR Article VI, Section 3.

#### **II. Review Procedure**

Organizational Meeting: UCPT members participate in an organizational meeting at the beginning of the Fall semester at which the FSRR standards and criteria and review procedures are examined and discussed. Confidentiality of the review process is emphasized at that meeting and all subsequent meetings.

Information about Unit Criteria: During the fall semester, UCPT members also participate in an informational meeting during which each dean (or deans' designate) presents unit criteria for promotion and tenure and answers questions from UCPT about those criteria. Only deans from units with candidates for promotion and tenure that academic year attend this meeting.

Receipt of Dossiers: Candidate dossiers are received in the Provost's office by January 2<sup>nd</sup> each academic year. In conducting its review, UCPT follows all provisions outlined in FSRR, Article VI, Section 7.

To ensure confidentiality, candidate dossiers are available on a secure web site with access restricted to UCPT members. Supporting materials are placed in locked file cabinets in a room reserved for use solely by UCPT during the review period. UCPT members receive the necessary keys so that they can complete their reviews independently and on their own schedule. Each committee member may record electronic notes in a personal, restricted access folder on the secure web site. The folder will contain forms on which the member can record evaluations of candidates in the areas of teaching, research, service, and/or, if appropriate, professional performance. Electronic note-taking outside the secure web site is prohibited.

Each UCPT member is also provided with a file folder for recording handwritten notes. These files must remain in a locked file cabinet in the UCPT room during the review.

At the conclusion of the review, members' personal electronic folders are deleted and their handwritten notes are collected and shredded.

Conflicts of Interest: UCPT members who perceive a conflict of interest in evaluating a candidate will recuse themselves from that candidate's review. In all cases, members will recuse themselves from review of any candidates from their home departments or, if UCPT members are from schools without departments, from their schools. Because not all departments/schools can be represented on UCPT, such recusal not only protects against conflict of interest, but also promotes equity in the review process.

If a candidate for promotion and/or tenure in a given academic year believes that a conflict of interest exists with a member of UCPT, the candidate may petition to have that member recuse himself or herself from consideration of the candidate's application. The petition must be submitted to the Provost in writing before UCPT enters into deliberations and should outline the conditions that create the conflict of interest. If the UCPT member does not agree to the recusal, the decision on whether a conflict of interest exists will be determined by majority vote of the other members of UCPT. The UCPT member will be required to accept the vote of the committee members. The candidate will be informed of the outcome of the petition for recusal by the Provost.

UCPT members who are recused from evaluation of a candidate will leave the room during the discussion and during the vote on that candidate to protect against conflict of interest.

Initial Discussion Meeting: UCPT meets in early February to discuss candidates and to provide a preliminary vote on their promotion and tenure recommendations. Members are required to vote on the recommendations for all candidates with whom they do not have a conflict of interest (as defined above). UCPT also determines the content of requests for information at that meeting. The Provost sends the request for information letters to the Deans as outlined in FSRR Article VI, Section 7. Those letters set a deadline for receipt of the information requested that will allow sufficient time for UCPT review before the final discussion meeting.

Final Discussion Meeting: UCPT meets for its final deliberations as early as possible in the first week of March. A two-thirds majority is required to support a recommendation for promotion and tenure. Members are required to vote on the recommendations for all candidates with whom they do not have a conflict of interest (as defined above). Following FSRR, Article VI, Section 7, the Provost sends a letter to candidates for receipt on or before the first Friday in March informing them of the outcome of UCPT's review and its recommendation to the Chancellor. In that letter the Provost also indicates concurrence or nonconcurrence with the UCPT recommendation. Candidates who are not recommended for promotion and/or tenure are provided with information about their option either to submit a response to the recommendation for inclusion in the review materials transmitted to the Chancellor or to file an appeal of the decision with the Faculty Rights Board.

**Approval/Change History: Approved by UCPT, March 4, 2009; Revised to address procedures for candidate petition on recusal of a UCPT member for conflict of interest and approved by the Standards and Procedures for Promotion and Tenure Committee, January 25, 2010; Revised to include procedures for electronic files and approved by UCPT, May 14, 2010.**