

Procedures for Promotion and Tenure Committees
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Relevant Sections from the *Faculty Handbook*

4.1.8 Procedures of Departmental Promotion and Tenure Committees

4.1.8.1 The tenure policies and regulations of each institution shall set forth the general considerations upon which appointment, reappointment, promotion, permanent tenure, and Emeritus status are to be recommended. The institutional regulations shall provide that these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, the faculty member's demonstrated past performance and the potential for future contribution, and institutional needs and resources.

4.1.8.2 All meetings of promotion and tenure committees shall be held on campus. Each member of an academic department must be notified in writing of all meetings and agenda items of the PTC. The announcement should clearly state the time and place of the meeting and it should become a part of the PTC's permanent records. All tenure-track faculty members who so desire, except for those who must recuse themselves (see section 4.1.8.8), may present their views before the committee in regard to any item(s) on the agenda.

4.1.8.3 Face-to-face deliberations among the departmental PTC members are a crucial part of the faculty review of candidates being considered for reappointment, promotion, tenure, and/or Emeritus status. The justification of votes in writing should take place only after, and cannot substitute for, such face-to-face deliberation. All reasonable efforts must be made to attend meetings to discuss the candidate's case. Absentee votes and vote justification letters are, therefore, permitted only in extenuating circumstances.

4.1.8.4 Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be expected to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure, and promotion, and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Members of the PTC are expected to fill out vote justification forms. Section 4.1.8.4 describes the process of providing documentation regarding recommendations of departmental Promotion and Tenure Committees (PTCs). Please contact Dr. Jacqui Bergman at bergmanjz@appstate.edu or x2643 if questions arise.

4.1.8.5 The minutes of the PTC should record all persons in attendance at the PTC meeting and all members of the PTC absent from the particular meeting. A record should be kept of each personnel action considered; however, this should not include individual comments. The written record should

state that the committee formally considered personnel action of the particular faculty member and should state those things that were considered. In instances of personnel action involving promotion or tenure of a faculty member, the minutes should state specifically that the criteria for promotion as set forth in section 3.8 or that the items required to be considered in granting tenure as specified in section 3.7 were considered along with any departmental criteria for promotion and tenure as published in the department's governing documents. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee.

4.1.8.6 All minutes of the PTC action must be approved and, if necessary, modified by a majority of the assembled committee. Such action will normally take place at the next meeting of PTC except that, following the last meeting of the committee in a given academic year, the committee chair shall be responsible for gaining the approval of the minutes from the voting members of the committee.

4.1.8.7 A permanent file of all minutes of the PTC shall be maintained in each department office. Nothing in these guidelines shall violate the confidentiality of the PTC minutes, except that any individual faculty member shall have access to those portions of the minutes of meetings in which personnel actions involving that faculty member were considered. All motions must be phrased in the affirmative.

It is highly important that PTC minutes reflect what was considered. Essentially, the minutes need only state that criteria such as teaching, scholarship, service, and other valid institutional interests were considered. The minutes need not go into detail regarding the discussion. The PTC should not discuss or use any considerations that are impermissible under Section 4.4.2. It is the responsibility of every person present at a PTC meeting to insure that no impermissible considerations are discussed and that any possible violations of procedure are reported to the Office of Academic Affairs, Dr. Jacqui Bergman bergmanjz@appstate.edu.

4.4.2 The decision to reappoint, promote or tenure a faculty member may be based on any factor(s) considered relevant to the total institutional interests, but those responsible for making the decision must consider the faculty member's demonstrated professional competence, potential for future contribution, and institutional needs and resources. A decision not to reappoint, promote or tenure may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) unlawful discrimination based upon the faculty member's race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation; or (3) personal malice. For purposes of this section, the term "personal malice" means dislike, animosity, ill will, or hatred based on personal characteristics, traits or circumstances of an individual that are not relevant to valid University decision making. See UNC Policy 101.3.1 II.B for details.

4.1.8.8 A member may be present at the promotion and tenure committee meeting in which his or her case will be considered for the sole purpose of presenting information and answering questions. The candidate will be recused from the discussion and from the vote on his or her promotion. **The candidate may rejoin the meeting for other considerations and will be allowed to participate in other PTC meetings during the year.** Notification of results of the PTC vote for all candidates will not take place until the meeting is over. **A member of the promotion and tenure committee**

may not address the PTC or cast a vote on any matter before the committee that concerns any related person.

4.1.8.9 The candidate's file will remain in the main departmental office (or its electronic equivalent) and all tenured faculty members in that department will have access to review these materials.

4.1.8.10 The results of the PTC vote, written vote justification statements, the candidate's supporting material, and all related documents submitted to the committee chair, shall be forwarded to the departmental chair who will include these materials along with her or his own recommendation to the dean, and through the dean to the provost and executive vice chancellor.