

**School of Education  
Reappointment, Rank and Tenure Committee  
Operational Procedures**

**I. PURPOSE**

The Reappointment, Rank and Tenure (RRT) Committee reviews and makes recommendations to the Dean on all candidates from the School of Education (SOE) who are to be considered for reappointment, rank or tenure. Procedures and judgments are made in accordance with the criteria from the Faculty Handbook sections 302, 303 and 304 and the SOE Operational Procedures Manual.

**II. MEMBERSHIP**

- A. The SOE RRT Committee membership consists of at least 6 members from the ranked faculty. At least 2/3 of the RRT committee must be tenured faculty.
- B. Members will be elected at-large from the ranked faculty for a 2-year term. Each year at least 3 members will be rotated off the RRT committee.
- C. In case of a resignation, the person who received the next highest vote in the most recent election will serve as the replacement for the remainder of the unexpired term. If no individual meets the above criterion, the RRT committee will call a special election to replace the resignee for the rest of the unexpired term.
- D. In the case of a temporary vacancy, the person who received the next highest vote in the most recent election will serve as the replacement during the member's absence.

**III. ORGANIZATION**

- A. Committee structure
  - 1. The chair of the RRT committee must be tenured and ending one year of service on the RRT committee. The RRT members will elect the chair in the spring of each year for the next year's service.
  - 2. At the beginning of each meeting a member of the RRT will volunteer to serve as the secretary. This member will report minutes to the members and provide a copy to be filed in the Dean's office.
  - 3. The candidate's department chair will write a letter of evaluation and provide clarifying information specific to the Faculty Handbook criteria.
  - 4. Three members of the RRT committee will serve for each candidate's review two of which must be tenured.
  - 5. The RRT committee will create a time frame for all ranked faculty to review tenure and promotion files in accordance to the faculty Handbook criteria section 303.05.
  - 6. The RRT committee will invite the candidate to be present for part of the review.
  - 7. The RRT committee will not accept unsigned letters.
  - 8. A member of the RRT committee will be assigned to write the official letter including the recorded vote with signatures from the review committee members.
  - 9. In all reappointment, tenure and promotion cases, the candidate will receive a final copy of the recommendation letter from the RRT committee and will be afforded five working days to offer a response to the contents of that letter (in accordance with the Faculty Handbook section 303.22 a & b as well as 303.23 b & c). The

RRT's recommendation letter and the response from the candidate, if any, will be forwarded to the dean, along with the remainder of the record.

10. In all reappointment, tenure and promotion cases, the candidate will receive a final copy of the dean's recommendation letter and will be afforded five working days to offer a response to the contents of that letter.
11. Upon request of the Dean and a department chair the RRT committee will review the materials of fixed-term faculty. In the case of such a review, the candidate will receive a final copy of the recommendation letter from the RRT committee and will be afforded five working days to offer a response to the contents of that letter.

**B. Chair Role and Responsibilities**

1. Calling and presiding at all committee meetings
2. Setting the schedule for candidate reviews
3. Assigning members to a specific candidate's review.
4. Notifying the candidate and department chair of the candidate's review time.
5. Calling special elections and replacement members as needed.
6. Ensures proper documentation for all candidate procedures
7. Assigning members to write letters of review.
8. Being the liaison between the RRT committee and the CDC, Dean and AVP
9. Calling the election for the next RRT chair and members at the last meeting in the spring term.
10. The chair of the RRT committee will ensure that the department and SOE faculty will have access to promotion and tenure materials.

**IV. MEETINGS**

- A. Meetings shall be conducted at least 2 times each academic semester and as needed to review candidates.

**V. AMMENDMENTS TO THESE PROCEDURES**

- A. Amendments to the operational procedures of this committee will be conducted in accordance with the School of Education procedures manual and will be approved by ranked faculty.