College of Arts and Sciences RPT Procedures
for Tenure-Track and Tenured Faculty

I. Composition of Committees (see Faculty Handbook 303.02-303.03)

Note: The RPT Review Committee recommends that both tenured faculty and faculty who have been granted tenure be eligible to serve on department committees for reappointment, promotion, and tenure. Except in one case (I.5), throughout the following recommendations, “tenured faculty” and “eligible faculty” should be understood to include “faculty who have been granted tenure.”

1. Department committees evaluating tenure-track or tenured faculty will consist of three or five tenured faculty: two tenured faculty plus the Department Chair, for a total of three tenured faculty; or four tenured faculty plus the Chair, for a total of five tenured faculty. The two (or four) additional committee members will be elected in alternate years and will serve 2-year staggered terms in order to provide continuity. The Department Chair will chair the committee and be a voting member.

2. If a department is too small to be organized into committees, the Dean, in consultation with the Department Chair, will appoint tenured faculty from other departments to serve on the committee.

3. Untenured faculty (including an untenured Department Chair) may not serve on committees for reappointment, tenure, and promotion of tenure-track or tenured faculty. If there are not three eligible faculty who are able to serve, the Dean, in consultation with the Department Chair, will appoint tenured faculty from other departments to serve on the committee.

4. Faculty in interdisciplinary programs will elect one representative from among their advisory group who will serve for one year on all committees where faculty with “significant involvement” (Faculty Handbook 303.03) in the interdisciplinary program are considered for reappointment, tenure, and promotion. Normally, if a faculty member regularly teaches at least 1/3 of his or her full-time FTE in the interdisciplinary program (one course in a given semester or two courses in an academic year), the College deems this significant involvement. In certain situations—for example, if a faculty member is shared equally between departments—the Department Chair(s) and the Dean will work out the composition of the committee. Program representatives will serve in addition to the three (or five) faculty members on the departmental committee.

5. Any tenured faculty member (except for those who have not completed the probationary period) may serve on a committee for faculty who are applying for promotion in rank.
II. Conflicts of Interest (see Faculty Handbook 303.02.a)

Faculty who seek promotion cannot serve on a Departmental RPT committee. If a Department Chair decides to petition for promotion, an alternate committee member will be nominated from among the eligible faculty in the department, voted on by the tenured and tenure-track faculty in the department, and elected to serve on the committee. One of the other two members of the committee will become committee chair and will initiate the process to nominate and elect the alternate committee member. (If there are not enough eligible faculty members in the department, see #2 above.)

III. Deadlines (See Faculty Handbook 303.02.a and 303.21-303.23)

1. According to the Faculty Handbook, elections of members for department committees on reappointment, promotion, and tenure must take place before September 15th (303.02.a.) In the College of Arts and Sciences, the deadline for department elections for the RPT committee for the following academic year is prior to the start of spring break.

2. Candidates for reappointment, tenure and promotion must submit all materials to the Department Chair four weeks before this material is due in the office of the Dean of the College, or the last day the university is open for business near this deadline, whichever is first. The RPT committee may establish earlier deadlines in order to accomplish its work in a particular timeframe; for example, to allow the committee to complete all deliberations for tenure by the end of the fall semester instead of in the first two weeks of the spring semester. All deadlines must be consistent with and distributed in accordance with Faculty Handbook sections 303.21, 303.22, and 303.23.

IV. Classroom Observations (See Faculty Handbook 303.05)

For all reappointment, tenure, and promotion candidates, the committee will ensure that current classroom observations are conducted. To be considered “current,” classroom visits must take place no earlier than the semester prior to the semester in which the application is due. At least two faculty members will observe a minimum of one class each and will arrange these visits in advance with the candidate. These faculty members will produce a written evaluation for every visitation that will be presented to the committee, shared with the candidate, and included in the file as a supplement to the committee’s letter to the Dean.