

## UTAH STATE UNIVERSITY CODE OF POLICIES AND PROCEDURES

### 405.6 TENURE, PROMOTION AND REVIEW: GENERAL PROCEDURES

#### 6.2 (2) Promotion advisory committee.

When a faculty member without tenure is to be considered for promotion, the tenure advisory committee shall also serve as a promotion advisory committee. The term of this committee shall expire when the faculty member is awarded tenure.

**{Add information in italics}:**

*Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that the promotion advisory committee be reconstituted and meet with the faculty member. This will be done by the department head in consultation with the faculty member and the director (where applicable), dean, vice provost or vice president within 30 days of receipt of the written request. The promotion and tenure committee must be reconstituted by March 30<sup>th</sup> of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) below be held at this time.*

*If the promotion advisory committee meets for the first time in the fifth year post tenure, this committee would also perform the functions of the post-tenure review committee. If this committee has met prior to the fifth year then this committee or a three member subcommittee may form the post-tenure review committee and carry out the Quinquennial Review of Tenured Faculty 405.12(2).*

\*The promotion advisory committee will be comprised of at least five faculty members who have tenure and higher rank than does the faculty member. The department head or supervisor shall appoint a chair other than him or herself. When a department head or supervisor is being considered for promotion, the director (where applicable), the appropriate dean, or vice president shall appoint the promotion advisory committee; when a director (where applicable), dean, or vice president is being considered, the Provost shall appoint the promotion advisory committee.

Normally, two academic unit members of higher rank who have served on the faculty member's tenure advisory committee shall be appointed to the promotion advisory committee, and at least one member shall be chosen from outside the academic unit. If there are fewer than **four** faculty members in the academic unit with higher rank than the faculty member, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or vice president complete the membership of the committee with faculty of related academic units. Department heads and supervisors shall not serve on promotion advisory committees. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the promotion advisory committee. The faculty member may request removal of committee members subject to the approval of the department head or supervisor and the director (where applicable), dean, or vice president.

*\*{Move sentence here and add language in italics}: When a faculty member with tenure is ready to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by February 15 of the spring semester prior to that consideration, reconvene the promotion advisory committee to meet with the candidate.*

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## 405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

### 8.2 Faculty with Tenure

#### *{Add information in italics: (1) Meetings of the promotion advisory committee*

*When the promotion advisory committee, reconstituted by the department head or supervisor in consultation with the faculty member meets for the first time the purpose of this meeting, similar to the first tenure meeting, will be to ensure that an appropriate role statement is in place and to provide information to the faculty member about promotion to full professor. This information could include historical information about the records of the last several department members promoted to full professor or information about the committee's understanding of what is necessary for promotion to full professor. Subsequent to this first meeting the faculty member may request additional meetings with the promotion advisory committee if desired.*

*Subsequent to this meeting, when the faculty member is ready to be considered for promotion to full professor, the promotion advisory committee shall meet upon request of the faculty member, to consider a recommendation for promotion to full professor the following fall.*

#### *(2) Report of the promotion advisory committee*

*After meeting with the faculty member for the first time, the newly reconstituted promotion advisory committee shall write a letter in which they report on the guidance given to the faculty member. The primary purpose of this report is not to evaluate the faculty member but to inform the department head of the information and guidance provided to the faculty member about promotion to full professor. Department heads, supervisors, deans, vice presidents or vice provosts may not use this letter as an evaluation of a faculty member's progress towards full professor. Copies of the report signed by the committee members shall be provided to the faculty member, the department head, or supervisor and the director (where applicable), the dean, vice provost or vice president. If this meeting occurs in the fifth year, the letter should cover both the requirements of post tenure review and the summary of the guidance given to the faculty member as outlined above.*

#### *(3) Report of the department head or supervisor*

*Subsequently, the department head or supervisor shall submit in writing to the director (where applicable), dean, vice provost or vice president a summary of the information and guidance provided to the faculty member about promotion to full professor. Copies will be provided to the faculty member and the promotion advisory committee. This letter should be delivered to the*

*faculty member and director, dean, vice provost, or vice president of extension no later than 30 days following the meeting with the promotion advisory committee.*

The department head or supervisor, director (where applicable), dean, or vice president, Provost, or President may propose promotion. Such a proposal shall be referred to the promotion advisory committee for consideration and all procedures of 405.8.3 shall be followed.

2/23/05