

Attachment 7
Supervisory Relationships on Tenure and Promotion Committees

405.6.2 Advisory Committees

(1) Tenure advisory committee.

For each new tenure-eligible faculty member who is appointed, the faculty member's department head or supervisor shall, in consultation with the faculty member and with the approval of the director (where applicable), dean, or vice president appoint a tenure advisory committee. All tenure advisory committees will be appointed during the faculty member's first semester of service. The committee shall consist of at least five members, at least one of whom is from outside the academic unit. The department head or supervisor will designate the chair of the committee. The dean of the college will appoint a tenure advisory committee for department heads appointed without tenure in academic departments. The Provost will appoint a tenure advisory committee for directors, deans, or vice presidents (where applicable) appointed without tenure.

The tenure advisory committee members shall be tenured and hold rank higher than that held by the faculty member under consideration unless that faculty member is an untenured full professor, Extension professor, librarian, or Extension agent. If there are fewer than five faculty members in the academic unit with higher rank than the candidate, 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. The department head or supervisor **of the candidate** shall not serve on tenure advisory committees, **and, where possible, no committee member may have a supervisory relationship with another member.** 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 tenure advisory committee. The candidate may request replacement of committee members subject to the approval of the department head or supervisor, the director (where applicable), and the dean, or vice president.

The role of the tenure advisory committee is to assist the faculty member in the achievement of tenure through appropriate counsel and advisement and to render judgment that the faculty member has or has not attained the criteria for tenure. Concurrently, the tenure advisory committee has a responsibility to recommend the non-renewal of the appointment of a faculty member who is not, in the judgment of the committee, progressing satisfactorily toward tenure. To these ends, the tenure advisory committee shall counsel and advise and thereafter make an annual recommendation with respect to the continuation of the appointment of the faculty member. Such a recommendation will be: 1) to renew the appointment; 2) to non-renew the appointment (407.2.1(5)) prior to the end of the probationary period; 3) to award tenure; or 4) to deny tenure, that is, to non-renew the appointment (407.2.1(5)) at the end of the probationary period.

(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.

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Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that a promotion advisory committee be formed and meet with the faculty member. This ~~will~~ shall 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 formed by March 30th 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~~ shall be composed 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. Normally, two academic unit members of higher rank who have served on the candidate'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 candidate, 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 of the candidate shall not serve on promotion advisory committees, and, where possible, no committee member may have a supervisory relationship with another member. 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 candidate 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.

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. When a faculty member with tenure wishes to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by October 15 of the Fall Semester one year prior to that consideration, convene the promotion advisory committee to meet with the candidate.

(3) Review committee for tenured faculty.

The review committee shall consist of at least three tenured faculty members who hold rank equal to or greater than the faculty member being reviewed. The committee shall be appointed by the department head or supervisor in consultation with the faculty member and the director (where applicable), dean, or vice president and shall include at least one member from outside the academic unit. Department heads and supervisors of the faculty member being reviewed shall

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not serve on this committee, and, where possible, no committee member may have a supervisory relationship with another member (see 405.12(2)).