

Attachment 6  
Vacancies on Tenure and Promotion Advisory Committees

405.6.2 Advisory Committees

(1) Tenure advisory committee.

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 shall not serve on tenure 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 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.

(2) Promotion advisory committee.

The promotion advisory committee will 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 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 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.