

**T&P Chair Training
College of Science
Fall 2018**

Chairs of Tenure Advisory Committee (TAC) or Promotion Advisory Committee (PAC)

Committee Membership

- **Vacancies on the committee:** *405.6.2(1)*: “The department head or supervisor for each committee shall fill vacancies on the committee.”

- *405.6.2(1)*: “In consultation with the faculty member, academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, 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, and the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.”

Annual Meeting

- **Committee member attendance.** *405.7.1(1)*: “All tenure advisory committee members shall participate interactively in all committee meetings, either physically or by electronic conferencing, at the appointed date and time.”

- **Role of the committee:** *405.6.2(1)*: “The role and responsibility of the TAC is to provide an annual evaluation of a faculty member’s progress toward tenure and promotion.”

- **First-year faculty TAC meetings:** *405.1.1(1)*: “An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate’s progress.”
 - **CoS Guidance:** First year faculty should only include minimal documentation (e.g., role statement, CV, research description, teaching philosophy).

- **TAC meetings years 2-5:** *405.7.1(1)*: “After the initial meeting, the tenure advisory committee shall meet with the candidate at least annually and review the candidate’s file to evaluate progress toward tenure.”
 - **CoS Guidance:** For the second-year meeting and beyond, candidates should be providing a self-assessment and updating all sections of the packet for review by the Tenure & Promotion Committee.

- The goal is to not only document excellence/effectiveness, but also to show your professional trajectory over time. Incorporate your responses to evaluations in appropriate sections of packet.
- *405.6.2(1)*: “The TAC is responsible for providing feedback to the faculty member with regard to progress toward tenure and promotion, and shall recommend (a) to renew the appointment or (b) not to renew the appointment (407.2.1(5)).”
- *405.7.1(2)*: “Except in the year in which the tenure decision must be made, the report shall include an evaluation of the candidate’s progress toward tenure and identify areas for improvement in the candidate’s performance as necessary. The report shall also contain a recommendation regarding the renewal or nonrenewal of the appointment (405.6.2(1); 407.7).”
- **Final Year:** *405.6.2(1)*: “In the final year of the pre-tenure probationary period, the committee shall recommend (a) awarding promotion and tenure or (b) denying promotion and tenure (407.2.1(5)).”
- *405.7.2(2)*: “The tenure advisory committee shall review and evaluate the candidate for tenure, based on the information in his or her file including external peer reviews. The committee shall make a decision with respect to its tenure recommendation by a majority vote and the names of those for and against shall be recorded. The committee members will support this decision with a letter to the department head or supervisor, and shall include in that letter a report of the committee vote by name along with appropriate summaries and interpretations of the documents, and may include both majority and minority views, if any, on which their decision was made. The letter is to be prepared by the chair of the tenure advisory committee, presenting the committee’s decision, and is to be signed by the committee, and sent to the department head or supervisor prior to December 1.”
 - **CoS Guidance:** We are using DocuSign for all committee letters. The committee chair must plan sufficient time for all signatures to be obtained prior to the committee letter submission deadline.

Candidate File

- *405.6.3*: “The candidate is responsible for keeping his or her professional file current and complete. This file is the primary source of information for the tenure advisory committee or promotion advisory committee. The file should include thorough documentation related to the responsibilities outlined in the role statement.”
 - **CoS Guidance:** Openly address any gaps, inconsistencies, or shortcomings, providing underlying perspectives as appropriate.
 - The reviewers appreciate brevity and efficiency. We encourage candidates to think about the packet (or the individual teaching,

- research, and service sections) as being analogous to a well-written scientific paper, where data is condensed in charts, tables, and graphs along with clear explanations.
- **Interfolio:** USU is using the Interfolio packet software for the T&P review process. All CoS tenure-track and promotion candidates will use this system to submit their packet materials for review. The committee will only review the packet materials submitted via the Interfolio system.

Ombudsperson

- *405.7.1(1):* “An ombudsperson must be present in person or by electronic conferencing at all meetings of the tenure advisory committee in accordance with policy 405.6.5.”
- *405.6.5:* “An ombudsperson must be present in person or by electronic conferencing at all meetings of a promotion advisory committee or a tenure advisory committee. Ombudspersons must receive adequate advance notice of a committee meeting from the chairperson.”
- *405.6.5:* “The ombudsperson is responsible for ensuring that the rights of the candidate and the university are protected and that due process is followed according to section 400 of the USU Policy Manual. Ombudspersons shall not judge or assess the candidate, and therefore is not a member of the promotion, tenure, or review committee, or a supervisor of the candidate.”
- *405.6.5:* “Ombudspersons who observe a violation of due process during a committee meeting should immediately intervene to identify the violation. Committee reports shall be submitted to the department head or supervisor only if they include the ombudsperson's signed statement that due process has been followed. If the ombudsperson cannot sign such a statement, then the ombudsperson shall report irregularities to the department head or supervisor and the appropriate dean or other administrator.”

Promotion Advisory Committee

- **Committee member attendance:** *405.8.2(1):* “All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by electronic conferencing, at the appointed date and time. Ombudspersons must be present in person or by electronic conferencing. Subsequent to this first meeting the faculty member may request additional meetings with the promotion advisory committee if desired.”
- **First committee meeting:** *405.8.2(1):* “When the promotion advisory committee, formed by the department head or supervisor in consultation with the faculty member and with the approval of the chancellor or regional campus dean (where applicable) and the academic dean, 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 the rank of professor. This information could include historical information about the records of the last several department members promoted to professor or information about the committee's understanding of what is necessary for promotion to professor."
- *405.8.2(2)*: "After meeting with the faculty member for the first time, the promotion advisory committee shall write a letter in which it reports 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 or supervisor of the information and guidance provided to the faculty member about promotion to professor."
- **Required meeting prior to promotion review:** *405.8.2(1)*: "When the faculty member is ready to be considered for promotion to professor, the promotion advisory committee shall meet, upon request of the faculty member, to consider a recommendation for promotion to professor the following fall. This initial meeting shall take place by February 15, approximately six months before the faculty member submits materials for consideration and review."

Promotion Review:

- **Required promotion review meeting:** *405.8.3(2)*: "The promotion advisory committee shall review and evaluate the candidate for promotion, based on the information in his or her file including external peer reviews."
- *405.8.3(2)*. "The committee members shall make a decision with respect to its promotion recommendation by a majority vote and the names of those for and against shall be recorded. The committee will support this decision with a letter to the department head or supervisor, and shall include in that letter a report of the committee vote by name along with appropriate summaries and interpretations of the documents, and may include both majority and minority views, if any, on which their decision was made. The letter is to be prepared by the chair of the committee, presenting the committee's decision, and is to be signed by the committee, and sent to the department head or supervisor prior to December 1. Minority positions, if any, may be documented in separate letters."