PROMOTIONS COMMITTEE (PC) OPERATING CODE 2021-2022

Members of PC:

Mark Huibregtse, Mathematics and Statistics (Chair)
Eliza Kent, Religious Studies
Andrew Lindner, Sociology
David Peterson, Art
Bernie Possidente, Biology

Function: To

In such a case, the department is obliged to consider the candidate's credentials and to present its recommendation to PC. Nomination by the ADOF (faculty affairs) for such consideration does not presuppose a successful outcome for the candidate. The ADOF (faculty affairs) may initiate promotional consideration in the case of Department Chairs. The Department Chair or Associate Dean of the Faculty (faculty affairs) shall indicate the consultation procedures employed within the department when recommending promotion" (Faculty Handbook, Part One, Article VIII, Section F, number 2, a, ii).

Procedures

1. By the end of the first week of classes of the Fall semester, eligible faculty members who wish to stand for promotion notify the ADOF of their intentions in writing, with copy to the Chair/Director of the candidate's department/program. The ADOF forwards this information to the Chair of PC. This deadline may not be extended.

2. Within three working days of receiving the list of eligible faculty members who wish to stand for promotion, those on the list are sent a written notice by the Chair of PC confirming their intention, with copy to the Chair/Director of the candidate's department/program and the ADOF. This letter reiterates the early December deadline stated in the PC Calendar for submission of promotion files and external letters, as well as the January deadline for submission of department/program and internal letters. This letter also refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections A and F).

3. By the second week of October, the Chair of PC makes arrangements to replace any member(s) of PC who will be recused because a candidate is a member of their department, because the committee member expects to submit an internal letter for a candidate, or because the committee member is a promotion candidate themselves. If te13 (f)r4 (e)-1che chemseli-2 (s)S( )-10 (t)-4 (mmitte)(to)2 -4 (n)-4E4 (e r)-10 (au)--4 (n)-f (o)-4h cte

Endowed chairs are appointed by the DOF/VPAA in consultation with the ADOF, PC, the prospective appointees' departments/programs, and any other faculty or staff deemed sufficiently relevant by the DOF/VPAA, the ADOF, or PC.

To assist PC in its consideration of candidates for endowed chairs:

1. The DOF/VPAA's office will supply PC with the letters of nomination for candidates for endowed chairs.

2. The DOF/VPAA's office will supply PC with the CVs of candidates for endowed chairs.

3. PC may also request other information from the ADOF, the candidate's department or program, or members of the faculty or administration.

If a member of PC is a nominator or a nominee for an endowed chair, or submits a recommendation regarding a nominee, the member is excused from PC's discussion of that nomination.

OTHER RESPONSIBILITIES OF PC

1. By the second week of October, PC, along with the ADOF and DOF/VPAA, holds an informational meeting for prospective promotion candidates, Chairs/Program Directors/PPC chairs, and all other interested parties. The purpose of the meeting is to review promotion criteria and procedures.

2. PC reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.

3. PC reviews sections of the Faculty Handbook relating to PC responsibilities when necessary.

4. PC meets at least once each year with the Academic Affairs Committee (AAC) of the Board of Trustees and at the call of the Board.

5. PC conducts an annual review of its Operating Code and Calendar and distributes them to the faculty and administrative officers by the beginning of the academic year.

6. PC confers with the President, the DOF/VPAA, the ADOF, and the Trustees on matters of common concern, including the granting of honorary degrees.

7. At least one representative of PC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee (FEC).

8. If PC is charged by an individual with a violation of academic freedom and rights, PC meets with CAFR and cooperates with CAFR's inquiry and investigation to the fullest extent possible.

9. PC makes an annual report to the faculty in writing at the end of the academic year.

CONFIDENTIALITY

All committee discussions, email exchanges, and documents are strictly confidential. Members of PC shall not discuss any of the committee's discussions or deliberations on cases with any NFIDENTD.n1sl