

## PROMOTIONS COMMITTEE (PC) OPERATING CODE 2024-2025

### Members of PC:

Joowon Park, Anthropology  
Kendrah Murphy, Physics  
Erica Wojcik, Psychology (Chair)  
Mark Youndt, Management and Business  
Adrienne Zuerner, World Languages and Literatures

**Function:**<sup>1</sup> To represent the Faculty on promotion cases to Professor. PC also is consulted by administrative officers regarding endowed chairs and honorary degrees. PC or its Chair meets at least once each academic year with the Academic Affairs Committee (AAC) of the Board of Trustees. Revisions to some parts of Part One, Fa





C/PD/PPC chair is responsible for ensuring that all solicited external and internal letters are requested and submitted to the Office of the DOF/VPAA by the deadlines stated in submission of solicited external and/or internal letters to the department/program. The C/PD/PPC chair is responsible for keeping the candidate informed as to the receipt of solicited external and internal letters.

to all external and internal letters by all department/program members who are eligible to be consulted and to write letters regarding the candidate.

web page ( which is available Electronic on the DOF/VPAA

deadline for the submission of theSpring file to the department/program.



Director(s) (or PPC Chair if the Director is the candidate) will represent the Program(s) iii and iv).

14. they do or do not recommend promotion, and why, according to the criteria for I, Section F, number 2, a, vi).

15. (Faculty Handbook Part One, Article VIII, Section F, number 2, a, ii). Such letters shall present the individual positions of their authors as well as those of the relevant department(s)/program(s) unless the authors choose to address their individual positions in separate letters.

16.

and department/program letters are available to the members of PC under strictly

recused member of PC, the recused member does not have access to the file and letters of the candidate in question. The replacement member has access only to the file and letters of the candidate in question.

20. In rare circumstances, if PC deems it appropriate, it might seek additional information . Individuals from whom information may be requested include C/PD/PPC chair, other faculty members who have been closely associated with the candidate, or administrative officers who may be in positions to address the participation in professional activities.
21. Each member of PC reads the files and confidential letters for all candidates for recused from a case. A replacement for a recused member reads only the file and confidential letters pertaining to the candidate on whose case they will deliberate.
22. PC considers its recommendations during the period from the first week of October through the second week of April. The PC meets with the DOF/VPAA and the ADOF at mutually agreed-upon intervals before the committee votes on the cases and presents its recommendations to the administration. During such meetings, the ADOF provides an institutional perspective; members of PC may ask questions. If the ADOF is serving as Interim Chair/Program Director for the promotion case of a Chair/Program Director,

(Faculty Handbook, Part One, Article VIII, Section F, number 2, a, ix).

25. The ADOF

Endowed chairs are appointed by the DOF/VPAA in consultation with the ADOF, PC, the sufficiently relevant by the DOF/VPAA, the ADOF, or PC.

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

1. candidates for endowed chairs.
2. The DOF/ PC with the CVs of candidates for endowed chairs.
3. 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

5. PC reports to the faculty about matters of ongoing concern and as the need to consult or inform the faculty arises.
6. PC reviews sections of the Faculty Handbook relating to PC responsibilities when necessary.
7. 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.
8. 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.
9. PC confers with the President, the DOF/VPAA, the ADOF, and the Trustees on matters of common concern, including the granting of honorary degrees.
10. At least one representative of PC attends meetings of the Committee on Committees, which are convened regularly by the Faculty Executive Committee (FEC).
11. If PC is charged by an individual with a violation of academic freedom and rights, fullest extent possible.
12. 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 member of the faculty or administration except under official circumstances (see Faculty Handbook, Part One, Section IV, Academic Freedom and Tenure).