

PROMOTIONS COMMITTEE (PC) OPERATING CODE 2020-2021

Members of PC:

Barbara Black, English (Chair)
Mark Huibregtse, Mathematics and Statistics
Eliza Kent, Religious Studies
Beck Krefting, American Studies
David Peterson, Studio Art

Function: 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, Faculty Rights and Responsibilities, of the Faculty Handbook are reviewed by PC for its recommendations prior to a faculty vote.

Membership: “Five faculty members with tenure, at least one each from the different divisions and no two with primary affiliation to the same department/program, chosen from the ranks of Professor and Associate Professor, none of whom is on the Tenure Review Board, CAFR, ATC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

Members of PC may not participate in the promotion cases of candidates with primary affiliation in their own departments/programs and a substitution will be made by the remainder of the committee. In other exceptional cases of conflict of interest, PC may substitute one or more members for a specific case. Former PC, ATC, and CAPT members may serve as substitutes. Substitutes may serve concurrently on cases for PC and ATC but may not be current members of the Tenure Review Board, CAFR, or FAB.” (Faculty Handbook, Part Two, II, F, 2, c).

Acronyms:

ADOF = Associate Dean of the Faculty with responsibilities for tenure-track personnel, designated in the Faculty Handbook as “Associate Dean of the Faculty (faculty affairs)”
ATC = Appointments and Tenure Committee
C/PD/PPC = department chair, program director, or program personnel committee
CAFR = Committee on Academic Freedom and Rights
DOF/VPAA = Dean of the Faculty/Vice President for Academic Affairs
FAB = Faculty Advisory Board
ID Program = Interdisciplinary Program
LEDS = Learning Experience Design and Digital Scholarship Support
PC = Promotions Committee

TRB = Tenure Review Board

PROMOTIONS

PC's role in promotion is limited to full-time and shared tenure-track appointments to professorial ranks. The recommendations of PC are reviewed by the ADOF

soliciting letters from all faculty eligible to be consulted and to write letters regarding the candidate.

12. "All full-time faculty and those holding shared appointments in the departments concerned and in at least their third year of service (in ranks defined in Part One, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments], number 2b [Artist- or Writer-in-Residence] shall be consulted and shall write letters." The C/PD/PPC chair "must also request letters from Program Directors and from other Department Chairs if the candidate has offered courses in other programs or departments...All these letters shall be forwarded to PC." (Faculty Handbook, Part One, Article VIII, Section F, number 2, a, vi).
13. "In the case of a promotion candidate appointed 100 percent to an ID program, the ID Program Director shall perform those functions normally assumed by a Department Chair, and faculty on the ID PPC shall be consulted (and shall write letters). All these letters shall be forwarded to PC. For proportional tenure-track faculty appointments that are shared between two departments, a department and an ID Program or two ID programs, PC will secure information concerning a candidate from all members of the ID Program Personnel Committee(s) and from all faculty in the department(s) involved. The Department Chair will represent the departme

reviews the cases of recused members after all other cases have been considered. If the Chair of PC is one of two or more members of PC who are candidates for promotion, the Chair's case is reviewed after those of the other member(s).

24. "After conducting its deliberations [by the third week of April], PC reports its recommendations to the President, the DOF/VPAA, and the ADOF (faculty affairs). The DOF/VPAA then consults with the ADOF (faculty affairs). In the event of a disagreement between the DOF/VPAA and PC, the DOF/VPAA and the ADOF (faculty affairs) meet with PC to offer detailed and compelling reasons for such disagreement. The DOF/VPAA then makes recommendations to the President, and notifies PC of those recommendations. In the rare instance in which the President does not concur with the recommendations of PC, the President meets with PC to offer detailed and compelling reasons for such disagreement. Finally, the President's recommendations are reported to the Academic Affairs Committee (AAC) of the Board of Trustees, and PC informs the AAC of the recommendations it made to the President" (Faculty Handbook, Part One, Article VIII, Section F, number 2, a, x).
25. The ADOF informs each candidate's C/PD/PPC chair of the recommendation made by the President to the AAC regarding the candidate. The C/PD/PPC chair notifies the candidate immediately.
26. "In the event that PC forwards a negative recommendation to the DOF/VPAA in a promotion case, PC will also notify the ADOF (faculty affairs) of the reasons for the recommendation. The ADOF (faculty affairs) will present the reasons for the negative recommendation to the candidate. In the event that the DOF/VPAA or the President forward a negative recommendation, the ADOF (faculty affairs) and PC will be notified of the reasons for the recommendation. The DOF/VPAA will present the reasons for a negative recommendation to the candidate" (Faculty Handbook, Part One, Article VIII, Section F, number 2, a, xi).
27. "An individual denied recommendation for promotion may ask for a hearing before

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, 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 member of the faculty or administration except under official circumstances (see Faculty Handbook, Part One, Section IV, Academic Freedom and Tenure).