

**Draft Proposal on the Tenure Process**  
For Discussion at the Faculty Meeting  
November 17, 2010

**Department Tenure Committees**

- Department tenure committees will consist of all tenured faculty members of the department, unless there are fewer than six such faculty.
- In cases where a department has fewer than six tenured faculty members, a department's tenure committee will be expanded to six members by inclusion of faculty from cognate disciplines. In selecting the faculty to serve on such a tenure committee, the candidate will submit a list of twice as many faculty as the number needed for the expansion, and the tenured department members will select those who will serve on the tenure committee. In this selection, there will be no more than two added members from any one department.
- Department tenure committee expansion, if necessary, will take place no later than the academic year of the candidate's mid-term review. The expanded committee will remain in place until the tenure decision has been made, except as noted below.
- In the event that other tenure decisions increase a department tenure committee size to more than six members, the candidate may choose whether to retain the "outside" faculty on the committee, and which "outside" faculty to retain.
- The tenure committee of Grasselli Library is constituted in the same manner as those of departments.

**College/School Tenure Committees**

- The College of Arts & Sciences and the Boler School of Business will each have a Faculty Tenure Committee consisting of six tenured Faculty members from the College/School.
- The six members will be chosen by lot by the Faculty Council, from the pool of all tenured members of the College/School.
- The term on the College/School Tenure Committee will be six years, with one Committee member being replaced each year by lot. (Initial Tenure Committee members will serve 1, 2, 3, 4, 5 or 6 years, as determined by lot. Committee members may also need to be replaced when they retire, go on leave, etc. Any vacancies will be filled as soon as possible, by the Faculty Council drawing lots. Faculty members selected to fill a vacancy

will serve for the remainder of the term, rather than replacing a member only for the period of unavailability.)

- No faculty member can serve two consecutive terms on the College/School Tenure Committee.
- The College/School Tenure Committee, as described above, will have no more than one faculty member from any one department in A&S, and no more than two from any one department in BSOB.
- In the event that any Tenure Committee member identifies a conflict of interest in serving on the committee for a specific candidate, that committee member should make this known to the Associate Academic Vice President as soon as possible after being notified of selection to be a Tenure Committee member. If the AAVP agrees that there is a potential conflict, the Associate Academic Vice President will then request that the Faculty Council select another Faculty member to serve as a replacement for the Tenure Committee's deliberations on that candidate only. This replacement member will serve for the same period of time as the member being replaced.
- Within a reasonable time after the Tenure Committee has been constituted, each tenure candidate whose case is to be reviewed by the committee during the upcoming year will be notified by the Associate Academic Vice President of the committee membership. If a candidate identifies a conflict of interest on the part of any one of the committee members, then he/she should appeal to the Associate Academic Vice President. If the AAVP agrees that there is a potential conflict, then the AAVP will request that the Faculty Council select another Faculty member to serve as a replacement for the Tenure Committee's deliberations on that candidate only. This replacement member will serve for the same period of time as the member being replaced. The candidate is limited to requesting only one committee member replacement in a given year.
- Each tenure candidate will choose one member of his/her department tenure committee to serve on the College/School committee as it evaluates the candidate's mid-term review—both credentials and the departmental process—and makes the final recommendation for or against tenure. (Therefore, each tenure committee consists of seven members, with one member varying for each candidate.)
- The chair of each Tenure Committee will be elected by the committee from among the six members chosen by lot. The member chosen by the candidate may not serve as chair.
- The Associate Academic Vice President will convene each Tenure Committee near the beginning of each academic year, and conduct the election of the chair.
- At the time of the midterm review and the tenure decision, the College/School Tenure Committee receives the candidate's dossier, the department tenure committee's recommendation, and all other relevant documents pertaining to the candidate's progress

toward tenure. A 2/3 majority (5 votes out of 7) is required for a favorable recommendation for tenure. The recommendation of the College/School Tenure Committee is communicated to the Academic Vice President.

- At the same time, the Dean of the College/School receives all of the same documents. The Dean's recommendation is communicated to the Academic Vice President, independently of the College/School Tenure Committee's recommendation.
- The Academic Vice President notifies the candidate, the department tenure committee, the dean and the College/School Tenure Committee of his/her decision.

### **University Tenure Committee for Faculty Librarians**

- In the year of the midterm review of Faculty librarians, a university-wide Tenure Committee will be formed from among the members of the Tenure Committees of the College of Arts and Sciences and the Boler School of Business. In constituting this Tenure Committee, the Faculty Council will select, by lot, four members of the CAS Tenure Committee and two members of the BSOB Tenure Committee.
- Each tenure candidate from the library will choose one member of the Grasselli Library tenure committee to serve on the University Tenure Committee for Faculty Librarians as it evaluates the candidate's mid-term review—both credentials and the process—and makes the final recommendation for or against tenure. (Therefore, each tenure committee consists of seven members, with one member varying for each Faculty librarian candidate for tenure.)
- Details concerning operation of the University Tenure Committee for Faculty Librarians will be as described above for the College/School committees of CAS and BSOB.
- At the time of the midterm review and the tenure decision, the University Tenure Committee for Faculty Librarians receives the candidate's dossier, the Grasselli Library Tenure Committee's recommendation, and all other relevant documents pertaining to the candidate's progress toward tenure. A 2/3 majority (5 votes out of 7) is required for a favorable recommendation for tenure. The recommendation of the University Tenure Committee for Faculty Librarians is communicated to the Academic Vice President.
- At the same time, the Grasselli Library Tenure Committee's recommendation is communicated to the Academic Vice President, independently of the University Tenure Committee for Faculty Librarians.
- The Academic Vice President notifies the candidate, the Grasselli Library Tenure Committee, and the University Tenure Committee for Faculty Librarians of his/her decision.