



## **Promotion and Tenure Committee Chair Responsibilities** **IST\_AC-13 Administrative Guideline**

The Chair of the Promotion and Tenure Committee shall set the context for discussion of the candidate's documentation by reviewing the candidate's appointment and responsibilities, criteria for promotion and tenure, and the procedures to be followed during the meeting. The Chair of the Department's Promotion and Tenure Committee is responsible for ensuring that the discussion at the meeting considers only the content of the candidate's documentation. The Chair of the Department's Promotion and Tenure Committee should also remind committee members of the importance of confidentiality throughout this process and that this expectation does not end when the committee completes its work.

### **College Review**

The Chair of the Promotion and Tenure committee shall oversee the following reviews.

- Second-Year
- Fourth-Year
- Sixth-Year
- Promotion to Full Professor with Tenure
- AC-40 Post-Tenure Reviews (Extended Review)

### **SRTE Summaries**

The Chair of the Promotion and Tenure Committee will write a brief summary of SRTE student comments for all candidates being reviewed. It is critical that this summary be objective and accurately represent the candidate's strengths and weaknesses. The goal should not be to evenly balance strengths and weaknesses, but to accurately reflect the balance of strengths and weaknesses that exist in the candidate's record. Ideally, the summary would reflect trends that exist within or across classes, not unique one-off observations of an individual. Full SRTE comments are gathered by the Dean's Office administrative staff and included in the candidate's supplemental materials which are provided to the committee chair and members for their review.

- Second-Year
- Fourth-Year
- Sixth-Year
- Promotion to Full Professor with Tenure

### **Administrative Responsibilities**

The Chair of the Promotion and Tenure Committee shall be responsible for the following administrative responsibilities.

- Leading the Promotion and Tenure Committee in identifying external letter writers for candidates being considered for Promotion.

- Providing Dean with final list of external letter writers for candidates being considered for Promotion.
- Setting of promotion and tenure meeting schedule with assistance from Dean's Office administrative staff.
- Canceling scheduled promotion and tenure meetings if necessary.
- Leading Promotion and Tenure meetings.
- Ensuring that committee members are familiar with promotion and tenure guidelines.
- Communicating with Dean's Office administrative staff if a committee member is not regularly attending promotion and tenure committee meetings.
- Communicating with Dean's Office administrative staff regarding additional information/clarification that is needed in regard to candidate dossier materials.
- Ensuring that all reviews are completed per the University promotion and tenure policies and schedule.
- Communicating information to committee members regarding the review process, e.g., Promotion and Tenure Online Review Platform (PTORP), administrative resources, etc.
- Providing final committee letter(s) to the Dean. All letters must be placed on Dean's Office letterhead and signed by the committee chair.

#### **Administrative Resources for Promotion and Tenure Committee Chair and Members**

[AC23 Promotion and Tenure Guidelines](#)

[AC23 Administrative Guidelines for Promotion and Tenure](#)

[College of IST Promotion and Tenure Website](#)

[Activity Insight](#)

[Promotion and Tenure Online Review Platform](#)

11.02.2020

Revised: Changed from IST\_HR\_09 to IST\_AC-13 (~kb), 11.16.2010