

# Tenure & Promotion

## Tenure and Promotion Committee

### Purpose:

The Tenure and Promotion Committee shall be responsible for policies and procedures dealing with the tenure and promotion in academic rank of the John H. Lounsbury College of Education faculty. The Committee serves as the organizing body for individuals seeking tenure or promotion and submitting peer recommendations to the Dean. This committee assigns secretaries and schedules reviews overseeing written recommendations. This committee is involved in mentoring during the pre and post-tenure periods and also during the tenure and promotion process.

### Membership:

The committee shall consist of two faculty members from each department serving staggered terms of three years. Any committee member who is eligible for tenure or promotion during his/her term must be excused during consideration of his/her documentation but may serve otherwise. Faculty members in administrative positions are ineligible to serve on this committee.

### Responsibilities:

Specifically the committee shall:

1. Orient faculty to the processes related to pre-tenure, tenure, promotion, and post-tenure.
2. Receive from the Dean applications with departmental recommendations and all supporting documentation for tenure and/or promotion of individual faculty members.
3. Review the application for thoroughness and timelines according to University policy.
4. Coordinate a written peer review concerning tenure and/or promotion with supporting evidence including eligible COE faculty recommendations; provide to the Dean.
5. Meet with the Dean following the submission of written recommendations should any substantive differences exist related to the tenure or promotion being considered.
6. Make recommendations related to possible revisions/additions/deletions of tenure and promotion procedures and documentation to the faculty to their consideration for approval.
7. Advise the Dean on matters relative to tenure and promotion.
8. Provide updated documentation to the COE web administrator on procedures and policies.
9. Mentor faculty during the pre and post-tenure periods and the tenure and promotion process.