



Approval Status
<p>College of Arts & Letters: Appointment, Retention Tenure and Promotion Policy</p> <p>Date of the Provost's approval of prior document: April 18, 2008</p> <p>Date of Unit Faculty Vote:</p> <p>Date of UARTP Committee approval:</p> <p>Date of Provost's approval of current document:</p> <p>Effective Date of Policy:</p>

College of Arts and Letters

ARTP Policies and Procedures

Notice: *All citations to the University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of the University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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1 I. Secondary Committee Purpose & Charge

2 The Secondary Committee for the College of Arts & Letters serves as the second level
3 of review for Assistant and Associate Professors (candidates) being considered for
4 retention, tenure, and/or promotion. The Secondary Committee evaluates Working
5 Personnel Action Files (WPAF) submitted by the candidates to make recommendations
6 to the Dean for retention and/or promotion.

7 II. Definitions

8 A. Secondary Committee

9 The Secondary Committee is defined as the collective body of faculty members
10 from the College of Arts & Letters who review WPAFs.

11 B. Secondary Subcommittee(s) (Subcommittee)

12 Secondary Subcommittee(s) is defined as the Secondary Committee divided into
13 smaller groups of faculty members who review specific WPAFs.

14 C. Candidate

15 The Candidate is defined as the faculty member whose WPAF is under review.

16 III. Secondary Committee Election & Appointment

17 A. Election

- 18 1. All tenured faculty members (including faculty members who are in the
19 Faculty Early Retirement Program (FERP)) are eligible to serve on the
20 Secondary Committee and shall be considered for election to the
21 committee based on the process described below.

22 2. Election Process

- 23 a. The College Dean, or designee thereof, shall send out a
24 call for nominations to serve on the Secondary Committee
25 during the spring semester for service in the subsequent
26 year.
- 27 b. The nominees will be included on the ballot for election.
- 28 c. Should the number of nominees be insufficient to populate
29 the Secondary Committee, then the college will refer to the
30 process below:
- 31 i. The College will maintain a Secondary Committee
32 Rotation List confirmed by each department chair of
33 all faculty members in each college department
34 eligible to serve on the Secondary Committee in

- 35 each review cycle. This includes updating the
36 rotation list annually to reflect faculty members who
37 have been promoted to Associate or Full Professor,
38 entered FERP status, or separated from the
39 University.
- 40 ii. Organize the rotation list in reverse chronological
41 order prioritized:
- 42 1. First by the date of completion of previous
43 service on the secondary committee.
- 44 a. Those who serve their full term shall
45 move to the bottom of the list below
46 newly tenured faculty members.
- 47 2. Second by the date of elevation to faculty
48 rank, associate or full professor.
- 49 a. Newly tenured faculty members will
50 be included toward the bottom of the
51 list immediately above those who
52 most recently completed their term.
- 53 iii. Faculty across departments whose names rise to
54 the top of the list shall comprise the remainder of
55 the nominees for the college Secondary Committee
56 ballot.
- 57 d. Publish the college's Secondary Committee nominees to
58 the tenured and probationary faculty as the slate for
59 election at the end of the current review cycle for the
60 subsequent review cycle.
- 61 i. Faculty may request a postponement from the
62 Secondary Committee nomination in the event of a
63 sabbatical, leave, or receipt of a full-time research
64 or scholarship grant. The length of postponement
65 shall be one year with faculty returning to the slate
66 the following year.
- 67 e. The college shall electronically distribute ballots to all
68 tenured and probationary faculty to elect Secondary

69 Committee candidates by the first academic workday of the
70 fall semester.

71 f. The election for the Secondary Committee shall normally
72 conclude on the first instructional day of the fall semester.

73 B. Appointment

74 1. The college shall publish the election results announcing the elected
75 members of the Secondary Committee by the end of the first week of
76 instruction of fall semester.

77 2. Faculty representatives shall:

78 a. Serve a term of two academic years.

79 b. Complete their term.

80 i. If their term is interrupted by a leave, then they
81 shall complete the remainder of their term upon
82 return.

83 IV. Secondary Committee Composition

84 The Secondary Committee may only be comprised of tenured faculty. FERP faculty are
85 eligible to serve so long as the period of review occurs during their active employment.
86 Faculty members with joint inter/intra-college appointments shall be contacted to
87 determine which department they will represent.

88 A. Secondary Subcommittee (Subcommittee)

89 1. The Secondary Committee shall be divided into Subcommittees:

90 a. Each subcommittee shall normally be composed of an odd
91 number of members with a minimum of three (3).

92 b. The college dean or designee shall assign each
93 Subcommittee WPAFs to review.

94 2. The Subcommittee assigned to review retention files can be comprised of
95 Associate and or Full Professors.

96 3. The Subcommittee assigned to review tenure, and/or promotion, files
97 must be comprised of only Full Professors.

98 4. The number of Subcommittees shall be determined by the dean or
99 designee based on the total number of faculty WPAFs under review in
100 each review cycle.

101 5. Each Subcommittee shall be comprised of faculty representatives from at
102 least two different college departments.

- 103 6. Each Subcommittee shall have no more than two (2) faculty
104 representatives from the same department.
- 105 7. Faculty members may serve on a Subcommittee reviewing files from their
106 home department but must recuse themselves from reviewing those files
107 from their home department.
- 108 8. Faculty members, including department chairs, who serve as voting
109 members on a department Primary Committee may not serve on the
110 college Secondary Committee. Department Chairs who conduct
111 independent evaluations of faculty per their respective department ARTP
112 policies may serve on the Secondary Committee provided that they do
113 not review WPAFs from their home department.

- 114 9. Each Subcommittee shall elect a Subcommittee Chair who will:
- 115 a. Serve as the Subcommittee’s liaison to the college; and
 - 116 b. Determine the internal deadlines, meetings, and
117 distribution and review of files for their respective
118 Subcommittee following College review procedures and
119 timelines.

120 B. Orientation and Training

121 Each Secondary Committee member must complete the college’s Secondary
122 Committee orientation and training workshop each academic year of service.

123 V. Secondary Committee Duties

124 A. Receive and review complete WPAF contents

125 B. Make recommendations

126 Make recommendations based on required WPAF contents that also include
127 College mandated documents, which are:

128 1. A Faculty Development Plan

- 129 a. A Faculty Development Plan, reflecting on the current
130 review cycle and outlining how the candidate intends to
131 organize their time in meeting teaching, creative/scholarly
132 activity, and service obligations for the subsequent review
133 cycle, is required.
- 134 b. The Faculty Development Plan normally results from
135 consultation between the candidate and the Department
136 Chair or designated faculty member(s) representing the

- 137 department and must be presented to the Primary
138 Committee as a part of the WPAF.
- 139 c. The Faculty Development Plan is normally a maximum of
140 three (3) pages including a statement of teaching
141 philosophy or adhere to Faculty Development Plan
142 guidelines/requirements outlined in the department's
143 Appointment, Retention, Tenure, and Promotion Policy
144 (ARTP) policy.
- 145 d. The Faculty Development Plan is not a formal agreement
146 or a contract, but rather a narrative of academic goals and
147 objectives that the candidate intends to pursue in meeting
148 their professional responsibilities, consistent with the
149 department's performance expectations. Completing the
150 goals outlined in the Faculty Development Plan neither
151 guarantees nor denies retention, tenure, or promotion.

152 2. Candidate Verification

153 A signature page on which the candidate attests to the accuracy and
154 completion of the contents of the WPAF will be submitted as part of the
155 WPAF. This certifies that materials referenced in the Index but not
156 included among the supported documents can be substantiated by
157 documentation made available upon request.

158 C. Subcommittee Review

- 159 1. The Subcommittees must not apply additional criteria beyond those used
160 by the departments and mandated by the University.
- 161 2. If during the review process, the absence of required evaluation
162 documents is discovered, then the file shall then be returned to the
163 primary level with a request for completion of the file in a timely manner.
- 164 a. The candidate shall indicate on the signature page that
165 they are aware of the material provided.
- 166 3. All evaluative judgments and decisions of the Subcommittee shall solely
167 be based on the data in the faculty member's WPAF.
- 168 4. All Subcommittee members must be present when any substantive
169 evaluations and final recommendation(s) for retention, tenure, or
170 promotions are made. These deliberations shall be confidential.

- 171 5. Before each final retention, tenure, or promotion recommendation is
172 submitted to the Dean by the appropriate Subcommittee, it shall have
173 been approved by a simple majority of the Subcommittee.
- 174 6. Each Subcommittee shall prepare a letter for each candidate that is
175 reviewed. Each letter shall inform the next level of review of its reasons
176 for recommending (or not recommending) retention, tenure, and/or
177 promotion and serves as the result of the final deliberations. Before the
178 WPAFs may be reviewed by the next level of review, each candidate
179 must be given a copy of the Subcommittee's letter; a copy shall also be
180 sent to the Department Chair and Primary Committee Chair. The faculty
181 member shall have the right to submit a written rebuttal
182 statement/response and/or request a meeting with the Subcommittee no
183 later than ten (10) calendar days following receipt of the recommendation.
184 A copy of the response or rebuttal statement shall be put into the WPAF
185 and shall also be sent to the Department Chair consistent with
186 stipulations of the Collective Bargaining Agreement (CBA).
- 187 7. Upon request, the faculty member must be given an opportunity to appear
188 before the appropriate Subcommittee to make a statement, discuss their
189 WPAF, or both. In such cases, the procedures in the UARTP Policy,
190 Section 9.02B, shall be followed.
- 191 8. Following the evaluation by the Secondary Committee, the Dean will then
192 conduct an independent evaluation and make a recommendation
193 regarding retention, tenure and/or promotion based on material contained
194 in each candidate's WPAF and on any response or rebuttal submitted.
- 195 9. If a Subcommittee's review of a retention, tenure, or promotion
196 recommendation cannot be completed within the time frame specified by
197 the University, the respective file(s) shall automatically be transferred to
198 the next level of review and the candidate(s) shall be so notified.

199 VI. Review Procedures

200 The appropriate department, college, and university administrators will be responsible
201 for ensuring adherence to university review processes and procedures as outlined in the
202 UARTP at their respective levels of review.

203 A. Performance Review Procedures: Retention, Tenure, and Promotion

- 204 1. Each department shall conduct its evaluation and recommendation
205 according to its ARTP policies, the policies of the College, the policies of
206 the University, and the CBA.
- 207 2. Each Primary Committee, and, if applicable, each Department Chair, shall
208 precede their recommendation with a detailed but concise evaluation of
209 the candidate's performance in each of the following areas:
- 210 a. Teaching Effectiveness
 - 211 b. Scholarly and Creative Achievements
 - 212 c. Institutional Service (i.e., Department, College, and
213 University)
 - 214 d. Community Service
- 215 3. The Primary Committee's recommendation shall identify the value (e.g.
216 percentages) assigned to each area of evaluation, (i.e., Teaching
217 Effectiveness; Scholarly and Creative Achievements; Institutional Service;
218 and Community Service per department ARTP policy).
- 219 4. For candidates who do not possess a terminal degree, the department
220 must furnish a statement regarding the appropriateness of the candidate's
221 academic preparation or their progress toward completion of a required
222 degree (see UARTP Policy 5.02 D).
- 223 5. All members of the appropriate Subcommittee shall conduct an
224 independent review of the WPAF of each candidate for retention, tenure,
225 and/or promotion.
- 226 6. Each candidate and their department chair shall receive a copy of the
227 letters from the Subcommittee. The WPAFs shall be forwarded to the next
228 level of review after the candidate response/rebuttal period has closed.
- 229 7. The Dean will conduct an independent review and explain the reasons for
230 their recommendations to the President or Vice President for Academic
231 Affairs as appropriate for retention, tenure, and/or promotion.

232 VII. Record of the Department's Policies

233 The College shall keep a record of the departments whose chairs must submit a
234 separate evaluation and recommendation for each ARTP candidate per the respective
235 department policies.