

## **COLLEGE OF ARTS & LETTERS ARTP PROCEDURES FOR POPULATING SECONDARY COMMITTEE AND SUBCOMMITTEES**

### **I. Conflict of Interest, Serving on Primary and Secondary Committee**

- A. Faculty members who serve on their home department's Primary Committee are not exempt from serving on a Secondary Subcommittee (See II.C.2).
- B. Faculty members will not review WPAFs from their home departments.
- C. If a faculty member is assigned to a Secondary Subcommittee reviewing WPAF(s) from their home department, then the faculty member will recuse themselves from reviewing that (those) file(s).

### **II. Types of Subcommittees**

There shall be two types of Subcommittees:

- A. Retention Subcommittees (RS), comprised of tenured faculty at the rank of Associate Professor or above, and
- B. Tenure and Promotion Subcommittees (TPS) comprised of tenured faculty at the rank of Full Professor.

### **III. Subcommittee Composition and Workload**

Each Subcommittee shall:

- A. Have an odd number of members with a minimal of 3.
- B. Be comprised of members from different college departments.
- C. Have no more than two faculty members from the same department.
- D. Be assigned files to review that equal no more than double the number of Subcommittee members per review cycle.
- E. Elect a chair from among its members.

### **IV. Determining the Number of Faculty Members Necessary to Populate Secondary Subcommittees**

- A. The number of faculty members necessary to serve on the Secondary Committee will change from year to year, but it will be determined by the following formulas:
  - 1. Total number of Secondary Committee Members Needed:  
$$\text{Total number of Files under Review (TFR)} / 2 = \text{Total number of Secondary Committee Members Needed (TSCM)}$$
  - 2. Total number of Secondary Committees:  
$$\text{TSCM} / \text{TFR} = \text{Total number of Secondary Subcommittees Needed (SSC)}$$
  - 3. Proportional number of faculty members from across departments to serve:  
$$\text{TFR} / \text{TSCM} = \text{Percentage of Faculty Members from Each Department (PerFD)}$$
  - 4. Proportional Representation on Secondary Subcommittees from each Department:  
$$\text{Percentage of Faculty Members from Each Department (PerFD)} \times \text{TFR} = \text{PropFD}$$
- B. In the case of fractional PropFD, then any result of X.5 or above shall be rounded up or the Department may serve review cycle and skip the next.

- C. The College will use discretion to balance the numbers for equitable representation across departments each year.

Candidate WPAFs for tenure and/or promotion shall be assigned to a Tenure and Promotion Subcommittee (TPS), and candidate WPAFs for retention shall be assigned to a Retention Subcommittee (RS) by lot. The process shall be conducted by the Dean or designee.

V. **Determining Slate for Election**

Following the Rotation List outlined above (I.B.), the College will select an appropriate number of faculty members from each Department to identify who shall appear on the election slate for each review cycle.

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**ALT:** Alternate

**PerFD:** Percentage of Faculty Members from Each Department

**PropFD:** Proportional Number of Faculty Members from Each Department

**SSC:** Total number of Secondary Subcommittees Needed

**TFE:** Total number of Faculty Eligible to Serve

**TFR:** Total number of Files under Review

**TSCM:** Total number of Secondary Committee Members Needed