

AY20-13-F

Title of issue: Input on P&T committee letters for tenure and for promotion in rank from faculty members who did not participate in committee deliberations.

Description of issue: The *Teaching and Research Faculty Handbook* does not articulate what input faculty may have on drafting and approving P&T committee letters when they were not present for the committee's deliberations. It is clear from the *Handbook* that those who do not participate in the committee deliberations may not vote, but it is not clear whether they may still have input on the committee's letter.

Rationale for submission: Practices vary across departments and colleges, causing confusion and possible inequitable treatment of faculty being reviewed for tenure or promotion in rank. It would be very helpful if the *Handbook* were clear on which faculty members have the right to draft, review and/or approve the P&T committee letters.

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Committee F recommends this statement be added to the faculty handbook to clarify the process.

Only those faculty participating in the deliberations can participate in drafting or approving the letter.

From the handbook:

The committee or faculty group makes its recommendation concerning promotion to the chair (or designee; see section II.B.1.) together with reasons for the recommendation (including a minority statement in the case of a 1The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committee elected by each individual degree-granting college serve for an entire year, not for the spring semester of one year and the fall semester of the following year. October 2020 63 non-unanimous vote). All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. Only those faculty participating in the deliberations can participate in drafting or approving the letter. In instances of a non-unanimous vote, the minority opinion must be included in the committee

recommendation and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. The department chair (or designee) evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department. E. If either the departmental committee (or group), or the chair (or designee), or both recommend promotion, the

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