

Tenure and Promotion Appeals Committee Policies and Procedures

Section 1: Tenure and Promotion Appeals Committee

Purpose: The Tenure and Promotion Appeals Committee shall review any appeals that arise within the Tenure and Promotion process within the COE and make a recommendation to the dean to ensure that the COE Tenure and Promotion procedures have been properly implemented.

Membership: The membership of the committee includes three (3) full-time, tenured, non-administrative faculty members (one from each department).

Selection and Role of Chair: The chair of the committee will be elected by majority vote of the committee at the first meeting of the academic year. An individual must have at least one year of prior service on this committee in order to be elected as chair. The chair (or his/her representative) will convene meetings, coordinate the work of the committee, and serve as a liaison to the dean and the Faculty Executive Committee. The chair will also distribute, or make readily available, minutes of committee meetings to the COE. The chair shall ensure that each committee member has current copies of tenure and promotion procedures for the College of Education and the University.

Term of Membership: Term of membership shall be for two years. The terms will be staggered by department so there will always be continuing members on the committee.

Section 2: Policy and Procedure

1. Review Process

A written appeal must be submitted to the committee which includes all materials submitted for tenure or promotion to relevant tenure or promotion committees, either at the departmental or college level.

The committee must have a minimum of two weeks between the filing of the appeal and sending its written report to the COE dean in order to conduct its business.

The chair shall compose and forward to dean written recommendations of appeals reviewed by the committee.