

# Faculty Promotion and Tenure Committee Charter

## **Purpose, Authority and Responsibilities**

As written in the College of Medicine Bylaws, the charge of the Faculty Promotion and Tenure (P&T) Committee is to: (1) recommend rules and guidelines pertaining to promotion and/or tenure to the General Faculty for approval; (2) Establish policies related to the process of promotion and/or tenure; (3) Receive department chair recommendations for promotion and/or tenure of respective faculty members; and (4) Submit recommendations on the promotion and/or tenure of specific faculty members to the Dean.

## **Membership**

The voting membership of the P&T Committee is limited to elected members of the General Faculty. There are no student or resident/fellow members of this committee. The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws.

The P&T Committee will be broken out into two separate sub-committees as follows:

### *Committee Structure:*

The Professor and Tenure Promotion Committee (PTPC) evaluates applications for rank promotion and/or tenure in the following categories:

<b>Current Rank</b>	<b>Proposed Advancement</b>
Assistant Professor	Associate Professor with Tenure (Rank and Tenure)
Associate Professor	Associate Professor with Tenure (Tenure only)
Associate Professor	Professor (Rank only)
Associate Professor with Tenure	Professor with Tenure (Rank only)
Professor	Professor with Tenure (Tenure only)
Clinical Associate Professor	Clinical Professor (legacy only – not available to new faculty)

The Assistant and Associate Promotions Committee (AAPC) evaluates applications for rank promotion in the following categories:

<b>Current Rank</b>	<b>Proposed Advancement</b>
Instructor	Assistant Professor
Assistant Professor	Associate Professor
Clinical Instructor	Clinical Assistant (legacy only – not available to new faculty)
Clinical Assistant Professor	Clinical Professor (legacy only – not available to new faculty)

*Committee Composition:*

1. The P&T Committee will be composed of 20 members with the PTPC and AAPC subcommittees being composed of 10 members each.
2. PTPC members must be at the academic rank of professor and a majority must be tenured.
3. AAPC members must be at the academic rank of associate professor or professor.
4. Including the Chair and Vice-chair of the P&T Committee and the subcommittee co-chairs, the subcommittees will be composed as follows:
  - a. Faculty from a clinical department (N = 5)
  - b. Faculty from a basic science department (N = 4)
  - c. Faculty from the Department of Pathology and Microbiology (N = 1)

This distribution is department focused and agnostic to the member’s professional role within the department (e.g., clinical vs. basic science). No more than one member from any department may be on each of the respective subcommittees.

**Leadership**

The Committee will have a Chair and Vice-chair who may each serve terms of extended length as allowed by the COM Bylaws. The Dean, or the Dean’s representative, will accept nominations for Chair and Vice-chair of the Committee. The Dean (or designee) will then vet the candidates who were nominated in consultation with the current Chair and Vice-chair and present a slate, with recommendations, to the Committee for consideration. From this slate, a Chair and Vice-chair will be elected by the voting members of the Committee to a three-year term. The Chair and Vice-chair must be a current member of the committee and have been elected to that position by the General Faculty.

The Chair of the P&T Committee will serve as the Chair of the PTPC sub-committee, and the Vice-chair of the P&T Committee will serve as the Chair of the AAPC sub-committee. Each subcommittee will also have a co-chair who will be nominated from the existing subcommittee membership by the respective subcommittee chair for election by the sub-committee. Ideally,

there will be broad representation between clinical and basic science faculty within the leadership of the P&T Committee and sub-committees.

The Chair and Vice-chair of the P&T Committee and sub-committee co-chairs must be tenured full professors.

### **Meetings**

The Faculty P&T Committee, functioning as two separate sub-committees, will meet regularly starting in the beginning of the calendar year and will continue to meet until the work of a sub-committee is completed. Meetings may be conducted electronically, virtually, or in person and may be called by the P&T Committee Chair, a subcommittee Chair, or by a majority of the members of the committee/subcommittee. A quorum for a meeting of a sub-committee and the full committee is 60% of committee members. All regular members are eligible to vote.

### **Operating Procedures**

The Committee may establish internal operating procedures/policies and other sub-committees/taskforces consisting of members of the full committee, involve other members of the campus community, or other stakeholders to achieve its stated charge.

### **Agenda, Minutes, and Reports**

The Dean's Office will provide administrative support for the committee with an administrative coordinator providing specific support to assemble materials submitted to the Dean's office, scheduling meetings, and developing meeting agendas. The Chair and/or Vice-Chair, or their designee, are responsible for developing an agenda and ensuring completion of minutes for the meeting. Meeting minutes should be forwarded to the Dean for review. The Chair will report the activities of the P&T Committee to the General Faculty at least on an annual basis.

### **Amendments**

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification. Amendments to the Promotion and Tenure Guidelines should be presented to the General Faculty for ratification after approval of the Faculty Council.

Approved by Committee: January 26, 2024

Approved by Faculty Council: April 12, 2024