

**COLLEGE OF NATURAL SCIENCES AND MATHEMATICS  
APPOINTMENT, RETENTION, TENURE, AND PROMOTION PROCEDURES**

- I. Composition of the Personnel Committee
- A. The Personnel Committee (hereafter called the Committee) shall consist of seven members, five regular and two alternate.
  - B. At least three of the regular members (not alternates) of the Committee must be full-time, tenured full professors in the College of Natural Sciences and Mathematics.
  - C. All other members shall be either (1) full-time, tenured full professor or (2) full-time FERP faculty (defined as one with either a 1.0 work assignment for one semester or a 1.0 work assignment divided between both semesters in a given academic year) in the College of Natural Sciences and Mathematics.
  - D. FERP faculty may serve only during the semester or semesters of their employment. Depending on the timing of the Committee's workload, this may limit service by FERP faculty to those whose assignment covers both semesters of the academic year.
  - E. No more than two faculty members from any one department shall serve concurrently on the Committee.
  - F. During any RTP cycle in which they serve on the NSM Personnel Committee, Committee members may not vote in their department's evaluation of candidates for retention, tenure, and promotion, or for periodic evaluation of probationary faculty. Departments must exclude them from primary committee membership.
- II. Election and Terms of Committee Members
- A. By the eighth week of the Spring semester, the Dean's Office shall notify the chairs of the departments that do not have two continuing members on the Committee and invite them to submit nominees chosen by their department. A department with no eligible nominees may submit a nominee from another department (with that department's approval). Nominees must be willing and able to serve, if elected. All nominations must be received by the Dean's Office by the end of the tenth week of the Spring semester.
  - B. After receiving nominations, the Dean's Office shall prepare a ballot listing all eligible nominees by department. An at-large election shall be completed by the end of the twelfth week of the Spring semester. In this election, each eligible faculty member shall be allotted as many votes as there are vacant Committee positions.
  - C. The Chair of the Council and an assistant selected by the Chair shall tally and report the election results to the candidates and the College. If necessary, ties shall be broken by a run-off election.
  - D. The appropriate number of candidates with the highest numbers of votes will be regular members, serving a two-year term. The two nominees with the next highest numbers of votes will be alternates, serving a one-year term. (In both cases, the election of members is still subject to I. C above.) A member's term begins with the initial, spring meeting of the Committee, convened by the Dean's Office (see III. A below) and continues until a new member is elected to replace him/her.
  - E. By the end of the fourteenth week of the Spring semester an organizational meeting of the Committee shall be convened by the Dean's Office. At this meeting the Committee will receive its charge, elect a chair, and establish a schedule of activities for the following academic year. This organizational meeting is considered part of the next RTP cycle. A member's responsibilities begin with this meeting and continue through 2 RTP cycles for a regular member and 1 RTP cycle for an alternate member.

- F. If a regular member of the Committee resigns in the middle of a year, then the alternate member with the highest number of votes shall become a regular member for the rest of that year.

### III. Duties of the Personnel Committee

- A. By the end of the Spring semester the Committee shall establish a schedule of deadlines for the next ARTP cycle and standardized format (the *NSM Guide to WPAF's*) for (a) assembling of candidates' WPAF's and (b) presenting of performance evaluations and retention/tenure/promotion recommendations. The Dean's Office shall distribute this Guide to all departments by the end of the Spring semester. Departments shall distribute this Guide to all eligible candidates for retention, tenure, and promotion.
- B. The Committee shall receive from the departments WPAF's with performance evaluations and recommendations for faculty who are being considered for retention, tenure, and promotion. Before the Committee may review these files and proceed with RTP deliberations, the Dean, as custodian of the WPAF's, shall send each candidate a copy of the department's evaluations and recommendations, with a letter informing him/her that this material will be placed in his/her WPAF within 5 days, but that s/he has 7 days following receipt of the notification to submit a rebuttal or a response. If a rebuttal or a response is received, it shall be placed in the WPAF and a copy shall be sent to the department.
- C. The Committee shall ensure departmental adherence to approved policies and procedures, and shall keep a record of those departments whose chair is not a member of the primary committee, and who, therefore, must submit a separate evaluation and recommendation for each RTP candidate.
- D. The Committee shall require that each WPAF contain:
  - 1. a signature page on which the candidate affirms that s/he is fully aware of the contents of the WPAF, which will be submitted to the four review levels, and certifies that those references in the current indexes that are not supported by materials in the file can be substantiated by documentation available in his/her office, upon request.
  - 2. a signed statement from the primary committee chair and , if applicable, the department chair, affirming that the departmental ARTP procedures were followed.
  - 3. A separate evaluation and recommendation regarding the candidate's retention, tenure, or promotion from those department chairs who are not members of their primary committees.
- E. If, during the review process, the absence of required evaluation documents is discovered, the Dean shall consult with Faculty and Staff Affairs to determine whether approval for the required addition(s) to the file must be sought from the University Peer Review Committee, as described in the University Appointment, Retention, Tenure, and Promotion (UARTP) Policy Article 4.03F. The file shall then be returned to the primary level with appropriate instructions and a request for completion of the file in a timely manner. The candidate shall indicate on the signature page (see D. 1) that s/he is aware of the material provided.
- F. All evaluative judgments and decisions of the Committee shall be based on the data in the faculty member's WPAF. The Committee shall apply no additional criteria beyond those used by the departments or mandated by the University.
- G. The Committee shall concur with the primary level recommendations in matters of retention, tenure, and promotion, except for compelling reasons. If the department chair must submit a separate evaluation and his/her recommendation conflicts with that of the primary committee, the Committee must give careful consideration to the arguments of both parties.

- H. All voting will be by secret ballot. A simple majority of the Committee's vote will be required for any decision.
- I. All elected Committee members and duly elected alternates must review all WPAF's of candidates for retention, tenure, and promotion. When any evaluations and final recommendations for retention, tenure, or promotion are made, a full Committee of five elected members and/or alternates must be present. Deliberations and the minutes thereof shall be confidential.

Each final retention, tenure, or promotion recommendation submitted to the Dean by the Committee shall have been approved by a simple majority of the Committee.

The Committee shall prepare a letter for each candidate, informing the appropriate next level of review (as stated in MOU, section 22) of its reasons for recommending (or not recommending) retention, tenure, or promotion. Before the WPAF's may be reviewed by the next level of review (i.e. the Dean), each candidate must be given a copy of the Committee's letter. A copy shall also be sent to the department chair. The faculty member shall have the right to submit a written rebuttal statement or response, which shall be put into the WPAF and shall also be sent to the department chair.

Upon request, the faculty member must be given an opportunity to appear before the Committee to make a statement and/or discuss his/her WPAF. In such cases the procedures in the UARTP Policy, Article 9.02 shall be followed.

- J. If the committee's review of a retention, tenure, or promotion recommendation cannot be completed within the time frame specified by the University, the respective file(s) shall automatically be transferred to the next level of review and the candidate(s) shall be so notified.

#### IV. Review Procedures

##### A. Appointment Review Procedures

In accordance with the UARTP Policy Article 6.01, the secondary committee plays no role in the appointment of new faculty; thus, the adherence to the appointment procedures shall be left to the appropriate department, College, and University administrators.

##### B. Performance Review Procedures: Retention, Early Tenure, Tenure, Promotion. Each department shall conduct its evaluations according to its policies, the policies of the College, and the policies of the University.

1. Each primary committee and, if applicable, each department chair shall precede its recommendation by a detailed, but concise evaluation of the candidate's performance in each of the following areas:
  - Teaching Effectiveness
  - Scholarly and Creative Achievements
  - Department, College, and University Service
  - Community Service
2. The Committee shall review the WPAF of each candidate recommended for retention, tenure, or promotion to ensure that sufficient evidence is in the file to justify the primary level's recommendations.

3. The Committee shall prepare a letter for each candidate, informing the next appropriate level of review of its reasons for recommending (or not recommending) retention, tenure, or promotion (see Article III H paragraph 3).

C. Additional Performance Review Procedures: Early Tenure

The Committee shall review the WPAF of each candidate recommended for early tenure to ensure that s/he meets the requirements for retention and the criteria outlined in Section 5.06 A and B of the UARTP Policy.

D. Promotion Procedures

1. The Committee shall ensure that the departments evaluate each candidate for promotion as outlined in IV. B above.
2. If departmental policies require that points or percentages be assigned to the areas of Teaching Effectiveness, Scholarly and Creative Achievements, or Department/College/University/Community Services, they shall be identified and the point or percentage total assigned to the candidate shall be included in the department's evaluation.
3. If departmental policies require ranking of the candidates, the department's recommendation(s) for promotion shall state the rank order and the specific reason for the rank order. However, no other individuals who are recommended for promotion and ranked should be identified by name in that recommendation.
4. The department must normally submit a promotion recommendation (positive or negative) for any tenured assistant or associate professor who has reached the level specified in UARTP Policy 8.01 D, unless that person requested in writing not to be considered for promotion. Such a written request must be forwarded to the Committee. The department shall evaluate the person's performance and submit the WPAF to the Committee, indicating the reasons for the recommendation.
5. Associate professors without tenure are not eligible for promotion to full professor. However, if it is anticipated that tenure will be granted effective September 1 of the next academic year, as a result of primary level and Committee recommendations, such faculty will become eligible to be recommended for promotion to full professor.

Tenured associate professors may present to their department a written request for consideration of promotion to full professor prior to having reached the level specified in UARTP Policy 8.01 D. The department's recommendation must be accompanied by what is considered to be evidence of outstanding performance (see UARTP Policy 5.07).

6. Untenured assistant professors may request in writing to be considered for promotion to associate professor after reaching the level specified in UARTP Policy 8.01 C.
7. If a tenured or untenured assistant professor requests consideration for promotion to associate professor prior to reaching the level specified in UARTP Policy 8.01C and 8.01 D, the primary level's recommendation(s) for promotion of such an individual must be accompanied by what is considered to be evidence of outstanding performance (see UARTP Policy 5.07).
8. When all the WPAF's with appropriate recommendations have been received by the Dean's Office from the departments, the Dean's Office shall forward an alphabetical list of the candidates to the Committee.

9. All of the regular members and alternate members of the Committee shall proceed to read all the candidate's files and prepare recommendations, as described in III F-H above.
  10. The Dean shall then review the files and prepare his/her own recommendations for the candidates based on material contained in each candidate's WPAF.
  11. Each candidate, his/her department chair, and the chair of the primary committee shall receive a copy of the letters in which the Committee and the Dean explain the reasons for their recommendations to the President or Vice President. The faculty member shall have the right to submit a written rebuttal statement or response no later than 7 days following receipt of the Dean's recommendation. A copy of the response or rebuttal statement shall be put into the WPAF and shall also be sent to the department chair, the Primary Level Committee, and the Secondary Level Committee (the Committee).
  12. If the Committee and/or the Dean recommends promotion of a candidate whom the Primary Level ranked lower than a candidate from the same department, who is not being recommended by the Committee and/or the Dean, then the Committee and/or the Dean must explain in writing, the reasons for this recommendation.
  13. After all of the above procedures have been followed, the WPAF's shall then be forwarded to the next level of review.
- E. 1. Temporary rank faculty members under consideration for an initial three-year contract or for the renewal of a three-year contract (following the procedures described in the Unit 3 MOU) will be evaluated by the NSM Dean.
2. The Dean will review the WPAF provided by the faculty member. At minimum, the WPAF shall include students evaluations of teaching performance for the faculty with teaching duties, an evaluation by the Department Committee indicating whether or not the faculty member has performed the duties of his/her position in a satisfactory manner, and the recommendation of the Department Chair. The Dean will then determine if the faculty member's teaching effectiveness is satisfactory or unsatisfactory. A satisfactory evaluation by the Dean is required for a three-year contract to be issued or renewed.

*- As submitted by the College ARTP Committee May 2013  
and approved by the NSM Academic Council on May 7, 2013.  
Submitted to UARTP Committee May 16, 2013.*