CVPA Promotion and Tenure Committee Procedures

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Scope

1. These procedures comply with and append the CVPA Bylaws governing the CVPA Promotion and Tenure Committee (P&T Committee) and the GMU Faculty Handbook.

2. The P&T Committee reviews and votes on all CVPA tenure and promotion cases for tenure-related faculty.

3. The P&T Committee should include three or more Full Professors.

Communications

1. The Dean’s Office copies the P&T Chair on the memo to the Provost’s Office on RP&T actions for the AY.

2. The Dean’s Office sends two additional items to the P&T Chair:
   a. A memo listing each case to go before the P&T Committee;
   b. The Provost’s Office Promotion and Tenure Schedule for that AY.

3. The Director of the unit where a case originates notifies the P&T Chair when dossiers are delivered from units to the
Dean’s Office.

4. The Director of the unit where the case originates promptly notifies the P&T Chair if a case is withdrawn at any point during the review process.

5. For each case brought before the P&T Committee, the P&T Chair provides a memo to the Dean reporting on the P&T Committee’s discussion and vote. The Director of the unit where a case originated is copied on this memo as is the candidate for tenure and/or promotion.

6. When the Provost’s Office reports final decisions about promotion and tenure-and-promotion to the CVPA Dean’s Office, the Dean’s Office reports that information to the P&T Chair.

Guidelines

1. Every member of the P&T Committee is expected to review all of the materials for every case that they are eligible to vote on in that AY.

2. As outlined in CVPA Bylaws governing the P&T Committee, promotion to Full Professor cases will be reviewed and voted on only by members of the Committee who are Full Professors. However, those cases will be presented before the whole P&T Committee.

3. Committee members are expected to keep all materials confidential and to refrain from discussing anything about the case or the materials presented with any faculty, staff, or administrator outside of committee. Concerns about a case should be brought to the attention of the P&T Chair.
promptly.

4. Every case brought before the P&T Committee will be voted on by an individual, anonymous vote. Immediately after they have been taken, votes are counted by the P&T Chair along with one other member of the Committee.

Administration

1. When the dossiers for cases coming forward during the current AY have been delivered to the Dean’s Office, the P&T Chair reviews them to ensure that they are complete and notifies committee members that they are available for review.

2. If any problems with a dossier or other materials arise (e.g., missing materials, questions about external reviewers, etc.), the P&T Chair promptly reports the nature of the problem to the Dean’s Office and unit Director. In addition, the P&T Chair should report to the Committee that the dossier may be updated, and to postpone their review.

3. With administrative support from the Dean’s Office, the P&T Chair ensures that materials are assembled in such a way as to promote confidentiality.

   Materials assembled for promotion to full cases must be clearly marked and separate from materials to be reviewed by the whole P&T Committee.

4. After reviewing the dossiers under consideration, the P&T Chair assigns a spokesperson for each case. The spokesperson will briefly present the strengths and weaknesses of the case to the P&T Committee.
a. Typically, the spokesperson will be the Committee member from the unit where the case originates.
b. Promotion to Full Professor cases must have a spokesperson who is a Full Professor, even if that person is from a unit other than the unit where the case originates.

5. After the P&T Committee votes on a case, the P&T Chair assigns contributors to the P&T Committee memo, one for each section (scholarship, teaching, service). The Committee member from the unit where the case originates serves as coordinator of this working group. Only Full Professors may contribute to the memo for promotion to Full Professor cases. Working group members will provide memo sections to coordinators, who compile them and provide these materials to the P&T Chair.

6. For each case, a memo on the discussion and vote is drafted by the P&T Chair and sent for review to the full Committee. That memo must include the name, position, and unit of all P&T Committee members who voted on the case and the date when the vote took place. If any committee member abstained from the discussion and vote, that fact should be indicated. The memo is signed by the P&T Chair on behalf of the Committee.

Schedule

1. Promotion and tenure-and-promotion dossiers for tenure-related faculty should be expected at the Dean’s Offices in the beginning of December.

2. Typically, memos for tenure-related cases are due at the end of January. A meeting of the P&T committee should be
scheduled to allow the committee to meet that deadline in a timely manner. The P&T Committee will vote on all promotion and tenure-and-promotion cases brought forward during the AY at that meeting.