

PROMOTION AND TENURE COMMITTEE BYLAWS

I. RESPONSIBILITIES

- A. Evaluate, for promotion, all ~~teaching members, including librarians, counselors, and coaches.~~ AAUP members who qualify for consideration.
- ~~B. Evaluate, for tenure, all teaching members, including librarians, counselors, and coaches.~~
- B. AAUP members who qualify for consideration.
- C. Make recommendations for promotion and tenure to the ~~University President~~ Provost.
- D. Within the limits of the CSU-AAUP contract and legal limits, maintain complete and absolute confidentiality about all data and deliberations.

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Comment [N1]: Change in the AAUP contract.

II. MEMBERSHIP

- A. Total membership: 9 voting
 - 1. Nine (9) tenured ~~teaching faculty~~ members elected ~~by the teaching from and by the full-time AAUP~~ faculty for overlapping 2-year terms.
 - 2. Members of the committee shall be from among those who hold the rank of Associate Professor, Professor, ~~Librarian III, Librarian IV, Counselor III, Counselor IV~~ Associate Librarian, Librarian, Associate Counselor, Counselor, Coach III, or Coach IV.
 - 3. ~~There shall be at least one member of the committee from each of the three schools of the University.~~ There shall be at least one member of the committee from each of the four schools (Ancell School of Business, School of Arts and Sciences, School of Professional Studies, School of Visual and Performing Arts) and one from the Librarians, Counselors, and Coaches group.
 - 4. No member of the committee shall be considered for promotion while he/she is on the committee.
 - 5. No more than two members from an academic department shall serve on the committee in any given academic year.

Comment [N2]: Change in the AAUP contract.

Comment [N3]: This change was accepted by the University Senate at its February 2007 meeting (R-07-02-11). Therefore this is NOT part of these proposed revisions.

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Comment [N4]: From the AAUP contract.

III. CONDUCT OF BUSINESS

- A. Meetings
 - 1. The first meeting of ~~each academic year~~ the committee following election of new members shall be convened by the previous ~~year's~~ chairperson if that individual ~~still~~ shall continue to serves on the committee. In his/her absence, the President of

Comment [N5]: See B.1. below

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the University Senate will designate a committee member to convene the committee.

- 2. A quorum shall consist of 57 members.
- 3. Meetings are in executive session.
- 4. Decisions of the committee ~~are~~shall be made by majority vote of those members present.
- 5. When a committee member is absent from ~~any a~~ meeting which presents a candidate's file for discussion, that member shall not vote in the recommendation on the candidate.

~~6.~~In the event of a "tie vote" on a candidate, ~~due to the absence of a committee member,~~ the committee shall ~~re~~discuss that candidate's file at a subsequent meeting and vote again. A second "tie vote" result shall represent a negative recommendation since a positive recommendation is based on a majority vote. (See also E.1. below)

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~~6.~~
~~8.~~In the event of a "tie vote" on a candidate, ~~due to the nonvoting of a committee member for the reason that he or she is on the candidate's DEC, the vote may be repeated one additional time only. A second "tie vote" result represents a negative recommendation, since a positive recommendation is based on a majority vote.~~

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Comment [N6]: See E.1. below

~~9.~~In the event that a committee member resigns or has an extended absence from the University, and the committee's discussions have already begun, so that it is not possible to replace the absent member, all "tie votes" shall follow the procedure of "tie votes" in the case of a committee member on the candidate's DEC.

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~~9.7.~~Scheduling committee meetings for the purpose of discussing ~~candidates' personnel files candidacies~~ shall allow for a final meeting to conduct any necessary reconsiderations of the candidates.

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~~10.8.~~ Minutes of each meeting shall be ~~accepted~~considered for acceptance at the following meeting.

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9. When the Chair of the Promotion and Tenure Committee communicates in writing to anyone outside the committee regarding committee business, copies of the communication shall be given to all members of the committee.

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B. Officers

1. The chairperson ~~shall be elected by a majority vote at the first meeting of the academic year for the following year shall be elected by a majority vote at the May meeting of each year, after the election of new members.~~

2. The position of secretary shall be filled by each member ~~in turn~~ on an alphabetical ~~rotating~~ basis unless otherwise agreed upon by the committee.

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C. Reports

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee, through its chair, shall submit an annual summary report to the University Senate.

D. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and with the approval of the University Senate and the University President.

E. Procedures and Considerations

1. Any member of the Committee who has participated in a recommendation which is before the committee shall not vote again on the recommendation and shall not participate in the discussion on the recommendation unless asked to do so by ~~the~~ other committee members. The only exception to this shall be a "tie vote" caused by the member not voting. Following such a "tie vote" the member, if present, shall vote on the recommendation (see also A.6. above). Members do not function as advocates for their schools or departments.
2. The University President or ~~his~~ designee shall make available to the committee the personnel files and all materials submitted to and considered by the DEC and the Dean of those ~~members~~candidates to be evaluated.
3. If the committee wishes to interview a membercandidate being considered for tenure or promotion or others on matters relevant to the consideration, the committee may request such an interview. If someone other than the affected membercandidate is called before the committee, the membercandidate must be informed in writing prior to the meeting and shall have the right to participate in the interview. Such an interview is not an adversarial situation.
4. If the membercandidate being considered wishes, he/she may appear before the committee, alone, or with others of his/her choice. All persons coming before the committee, at the request of the membercandidate, must speak from a prepared text and must leave a signed and dated copy of the text with the committee. (Additional information can be submitted within 48 hours of the appearance). Such a hearing is not an adversarial situation. Moreover, if the membercandidate wishes to appear before the committee prior to its recommendation, the membercandidate must inform the committee chairperson within one week of receiving the Dean's recommendation to facilitate scheduling.
5. The criterion used by the committee in its evaluations and recommendations of membercandidates ~~other than coaches and athletic trainers (see Article 6.8 of the CSU-AAUP contract) for promotion and/or tenure~~ shall be the quality of activity, including keeping current in one's field, including keeping current in one's field, within each of the following categories listed in Article 4.11.9 (for teaching faculty).

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Article 8.3.1 (for librarians), Article 7.3.1 (for Counselors), Article 6.8 (for Coaches), and Article 6.9 (for Non-Instructional Athletic Trainers) in the AAUP contract. The committee shall weight these categories in the order listed: ~~a) activity for which the member receives load credit or the equivalent, b) creative activity appropriate to one's field, c) productive service to the department and University, d) professional activity, and e) years in rank.~~ Any special conditions in the ~~membercandidate's~~ letter of appointment or subsequent extensions or modifications and the expectations for tenure and promotion established by the candidate's department in its bylaws shall also be considered.

6. The committee shall make a recommendation to the ~~University President- Provost~~ after considering all previously submitted material and recommendations. In addition to the Dean's recommendation, the only material not seen by the DEC that the committee will consider is additional information with supporting evidence, ~~left with given to~~ the committee if the ~~membercandidate~~ appears before the committee. ~~If the committee does request additional information and this information is used by the committee in its deliberations, the member concerned must be given a copy of the request, a copy of the material used and a notification of the right to respond to it. If the material is received and not used by the committee, it will be returned. If the material is used by the committee, then a copy of the request, the material used and the member's response, if any, will be forwarded to the President when the committee sends its recommendations.~~ All ~~this~~ materials will be transmitted to the ~~President Provost~~ for his/her consideration.
7. A copy of the committee's recommendation shall be sent to the ~~membercandidate~~ at the time that the committee sends its recommendations to the ~~University President- Provost~~.
8. The committee shall rank the ~~membercandidates~~ for promotion using the following three categories: ~~highly recommended, recommended, and not recommended. Recommended, Satisfactory but not Sufficient Progress, and Not Recommended.~~ In the event of a unanimous vote in the ~~highly~~-recommended category, the ~~Promotion and Tenure Committee committee~~ shall so inform the ~~University President- Provost~~ and the candidate. The following statement will be ~~placed in the Western Report and be~~ sent to each candidate each year by the ~~Promotion and Tenure Committee committee~~:

Comment [N8]: See Senate resolution R-05-11-03

In accordance with bylaws approved by the University President and the University Senate, the Promotion and Tenure Committee ~~shall rank the members candidates~~ for promotion using the following three categories: ~~highly r~~Recommended, ~~recommended~~Satisfactory but not Sufficient Progress, and ~~n~~Not ~~r~~Recommended. In the event of a unanimous vote in the ~~highly r~~Recommended category, the ~~P & T~~ Committee shall so inform the ~~University President- Provost~~ and the ~~C~~candidate.

9. The committee shall give feedback on its decisions to candidates who are
 - a. not recommended for tenure,
 - b. not recommended for promotion ~~to Associate Professor or Professor,~~ or
 - c. ~~recommended, but not highly recommended, satisfactory but not sufficient progress~~ for promotion ~~to Associate Professor or Professor~~
 using the formats in Appendix A of these bylaws.

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Admin. Approval: Dec. 5, 1985
 Senate Approval: Sept. 16, 1987
 (Rev.) Admin. Approval: Aug. 1988
 (Rev.) Senate Approval: May 11, 1988
 Admin. Approval: Jan. 1, 1990
 (Rev.) Senate Approval: R-01-09-06
 Admin. Approval: January 3, 2002
 (Rev.) Senate Approval: R-05-11-02
 Admin. Approval: April 20, 2006
 (Rev.) Senate Approval: R-05-12-7
 Admin. Approval: September 12, 2006
[\(Rev.\) Senate Approval: R-07-02-11](#)
[Admin. Approval:](#)
[\(Rev.\) Senate Approval:](#)
[Admin. Approval:](#)

APPENDIX A

NOTE: The following examples are for teaching faculty. The “areas” listed should be modified appropriately for Librarians, Counselors, Coaches, and Non-Instructional Athletic Trainers.

For a “not recommended” decision for tenure:

~~Members of t~~The University Promotion and Tenure Committee ~~have has~~ **not recommended** you for tenure. After careful consideration of your file and portfolio and a thorough discussion of your application for tenure, the ~~members of the~~ Committee concluded that your credentials are not sufficiently strong in the ~~following area(s) checked area(s), below listed here in the order of importance that we, by Contract, are charged to uphold:~~ [\(see AAUP/BOT Collective Bargaining Agreement, Article 4.11.9\).](#)

_____ Load credit activities ~~(see the Collective Bargaining Agreement)~~

_____ Creative activities ~~(see the CBA)~~

_____ Productive service ~~(see the CBA)~~

_____ Professional activities ~~(see the CBA)~~

_____ Years in rank

_____ Special conditions in letter of appointment or its extensions or modifications

For a “not recommended” decision for promotion ~~to Associate Professor:~~

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~~Members of t~~The University Promotion and Tenure Committee ~~have has~~ **not recommended** you for promotion ~~to the rank of Associate Professor~~. Before you again apply for promotion, we strongly ~~recommend-suggest~~ that you give some attention to strengthening your credentials in the following checked area(s) checked below, keeping in mind that they are listed here in the order of importance that we, by Contract, are charged to uphold: (see AAUP/BOT Collective Bargaining Agreement, Article 4.11.9).

_____ Load credit activities ~~(see the Collective Bargaining Agreement)~~

_____ Creative activities ~~(see the CBA)~~

_____ Productive service ~~(see the CBA)~~

_____ Professional activities

_____ Years in rank

_____ Special conditions in letter of appointment or its extensions or modifications
~~(see the CBA)~~

For a ~~“recommended~~**satisfactory but not sufficient progress”** ~~(not highly recommended)~~ decision for promotion ~~to Associate Professor~~:

~~Members of t~~The University Promotion and Tenure Committee ~~have has~~ ~~recommended~~**found that you have -made satisfactory but not sufficient progress toward you for** promotion ~~to the rank of Associate Professor~~. ~~Members-The Committee could not give you a stronger rating-recommend you~~ because we think that you need to strengthen your credentials in the area(s) checked below: (see AAUP/BOT Collective Bargaining Agreement, Article 4.11.9). Keep in mind that the criteria are listed here in the order of importance that we, by Contract, have been charged to uphold:

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_____ Load credit activities ~~(see the Collective Bargaining Agreement)~~

_____ Creative activities ~~(see the CBA)~~

_____ Productive service ~~(see the CBA)~~

_____ Professional activities

_____ Years in rank

_____ Special conditions in letter of appointment or its extensions or modifications ~~(see the CBA)~~

For a ~~“not recommend”~~ decision for promotion ~~to Professor~~:

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~~Members of the University Promotion and Tenure Committee have **not recommended** you for promotion to the rank of Professor. Before you again apply for promotion, we strongly recommend that you give some attention to strengthening the following checked area(s), keeping in mind that they are listed here in the order of importance that we, by Contract, are charged to uphold:~~

~~_____ Load credit activities (see the Collective Bargaining Agreement)~~

~~_____ Creative activities (see the CBA)~~

~~_____ Productive service (see the CBA)~~

~~_____ Professional activities (see the CBA)~~

For a “recommended” (not highly recommended) decision for promotion to Professor:

~~Members of the University Promotion and Tenure Committee have **recommended** you for promotion to the rank of Professor. Members could not give you a stronger rating because we think that you need to strengthen your credentials in the area(s) checked below. Keep in mind that the criteria are listed here in the order of importance that we, by Contract, have been charged to uphold:~~

~~_____ Load credit activities (see the Collective Bargaining Agreement)~~

~~_____ Creative activities (see the CBA)~~

~~_____ Productive service (see the CBA)~~

~~_____ Professional activities (see the CBA)~~