

PROMOTION AND TENURE COMMITTEE BYLAWS

I. RESPONSIBILITIES

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

II. MEMBERSHIP

- A. Total membership: 9 voting
 1. Nine (9) tenured AAUP teaching faculty members elected by the teaching faculty for overlapping 2-year terms (see the CBA).
 2. Members of the committee must hold the rank of Associate Professor, Professor, Librarian III, Librarian IV, Counselor III, Counselor IV, Coach III, or Coach IV.
 3. There shall be at least one member of the committee from each of the ~~four~~ three schools (Ansell School of Business, School of Arts & Sciences, School of Professional Studies, School of Visual and Performing Arts) and one from the Librarians, Counselors, and Coaches group.
 4. No one may serve more than two consecutive two-year terms. Upon completing a second term, the person cannot be re-elected to the committee for two years
 5. No more than two persons from any one ~~d~~Department may serve on the committee at the same time.
 6. No member of the committee shall be considered for promotion during his/her term on the committee.

III. CONDUCT OF BUSINESS

- A. Meetings
 1. The first meeting of each academic year shall be convened by the previous year's chairperson if that individual still serves on the committee. In his/her absence, the President of the University Senate will designate a committee member to convene the committee.
 2. A quorum shall consist of 5 members.
 3. Meetings are in executive session.
 4. Decisions of the committee are made by majority vote of those members present.
 5. When a committee member is absent from any 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.
 7. 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.
 8. 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.
 9. Scheduling committee meetings for the purpose of discussing candidates' personnel files shall allow for a final meeting to conduct any necessary reconsiderations of the candidates.

10. Minutes of each meeting shall be ~~reviewed for acceptance~~ accepted at the following meeting.
11. When the Chair of the Promotion and Tenure Committee communicates in writing to anyone outside the committee, copies of the communication shall be given to all members of the committee.

B. Officers

1. The chairperson shall be elected by a majority vote at the first meeting of the academic year.
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.

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 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. 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 of those members to be evaluated.
3. If the committee wishes to interview a member 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 member is called before the committee, the member must be informed in writing prior to the meeting. Such an interview is not an adversarial ~~adversary~~ situation.
4. If the member 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 member, 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 adversary situation. Moreover, if the member wishes to appear before the committee prior to its recommendation, the member 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 members other than ~~then~~ 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, within each of the following categories. The committee shall weigh 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 member's letter of appointment or subsequent extensions or modifications shall also be considered.
6. The committee shall make a recommendation to the University President 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 the committee if the member 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 material will be transmitted to the President for his/her consideration.
7. A copy of the committee recommendation shall be sent to the member at the time that the committee sends its recommendations to the University President.

8. The committee shall rank the members for promotion using the following three categories: highly recommended, recommended, and not recommended. In the event of a unanimous vote in the highly recommended category, the Promotion and Tenure Committee shall so inform the University President 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:

In accordance with bylaws approved by the University President and the University Senate, the Promotion and Tenure Committee shall rank the members for promotion using the following three categories: highly recommended, recommended, and not recommended. In the event of a unanimous vote in the highly recommended category, the P & T Committee shall so inform the University President and the Candidate.

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