

MEZCOPH Promotion and Tenure Committee Structure

Department P&T Committee

- Departmental P&T committees need to have at least 5 tenured members.
- Departmental reviewers need to be full professors when a faculty member is requesting promotion to full professor.

FYI

Some departments have all tenured faculty members as official committee members and they serve as needed

College P & T Committee

- The College's P&T Committee will consist of 5 tenured members.
- Each department will nominate/assign at least one tenured professor to serve on the College P&T Committee
- The dean will select 2 extra tenured faculty members at large (from the College and/or outside) to serve

MEZCOPH Promotion and Tenure Committee
Logistics and Responsibilities

Activities	Committee Chair	Associate Dean	Program Coordinators
Call meetings and cancel meetings	X		
Provide faculty workshops		X	
Relays recommendations to Dean/faculty member/division chair (in person/writing as needed)		X	
Send out packets to committee members			X
Assign reviewers for packets	X		
Moderates meetings	X		
Provides historical background of committee	X	X	
Identify UHAP and Shared Governance Issues	X	X	X
Communicate timelines to faculty members			X
Review packets before distribution			X

Timeline for submitting P&T Packets to the Office of Academic Affairs

2015-16

September 15 Deadlines:

1. Initial P&T packets for tenure eligible faculty members who have a required review for tenure/promotion.
2. Initial P&T packets for tenure eligible and tenured faculty members who want to be considered early for promotion or tenure.
3. Initial P&T packets for non-tenure eligible faculty members who are requesting a review for promotion.

October 15 Deadlines:

1. Finalized revised or corrected packets need to be submitted by this date for tenure eligible faculty members who are being considered for promotion or tenure.
2. Initial P&T packets for tenure eligible faculty members who have a required 3-year review.
3. Initial P&T packets for non-tenure eligible faculty members who have a required 5-year review for retention.

November 1 Deadlines:

1. Finalized revised or corrected packets for tenure eligible faculty members who have a required 3-year review.
2. Finalized revised or corrected packets for non-tenure eligible faculty members who have a required 5-year review.

Additional Items:

1. No packets will be reviewed for faculty members currently in MEZCOPH if they are submitted after these dates. It is absolutely necessary that all packets meet these deadlines for faculty members whose packets have to be reviewed based on their tenure clock.
2. Please note that the College's P&T committee will need to receive packets for new appointments at least one week before meeting. Thus, packets must be sent to the Office of Academic Affairs at least 2 weeks before being reviewed in order for the packet to be checked for completeness.
3. Expedited reviews due to extenuating circumstances may be possible but the timeline for them is not guaranteed and this depends on many factors including being able to get a P&T committee together that can review a packet.

May 21, 2015