H-8 College Promotion and Tenure Committee Operating Code

Name

The name of this committee shall be the College Promotion and Tenure Committee of The College of St. Scholastica, Duluth, Minnesota [hereinafter Committee].

Purpose and Responsibilities

The purpose of the committee is to recommend to the President, Vice President for Academic Affairs, and Board of Trustees decisions concerning candidates for promotion and tenure. Specific responsibilities related to the achievement of this purpose include:

1. Obtain written results of the School's promotion and tenure committees.
2. Solicit additional information as needed to make informed decisions.
3. Review the portfolios submitted by the candidates.

Organization

A. This committee shall be a special committee of the faculty that reports its results to the Vice President for Academic Affairs.

B. Membership. Shall consist of one tenured or five-year contract faculty member in the rank of associate professor or professor elected by each of the six academic schools excluding the School of Extended Studies until such time as that school should have full-time faculty eligible for promotion or tenure; in such case the Committee would automatically be enlarged to seven members. Each of the six school representatives on this Committee may attend all School meetings regarding promotion and tenure in his or her school, including those in which the representative is not yet eligible to vote by reason of rank, except for the meetings considering that representative's own promotion or tenure.

C. Terms. All terms are for three years. No more than two terms may be served consecutively. Terms of members shall be staggered so two new members are elected each year. PROVISO: School of Business and Technology and School of Health Sciences shall elect new members for three year terms beginning in the 2008-2009 academic year; the School of Education and School of Natural Sciences shall elect new members for three year terms beginning in the 2009-2010 academic year; and, the School of Nursing and School of Arts and Letters shall elect new members for three year terms beginning in the 2010-2011 academic year.
D. **Voting.** All members have voting privileges, except regarding their own applications for promotion or tenure.

E. **Quorum.** Quorum shall consist of five members.

F. **Meetings.** The committee ordinarily meets in December; other meetings may be scheduled at the discretion of the chairperson or as requested by the Vice President for Academic Affairs.

**Officers and Their Responsibilities**

A. **Chairperson**

A chairperson shall be chosen by the Committee members from its members at the end of the last meeting of the school year at which promotion and tenure cases are taken up to serve as chairperson for the following year. The chairperson calls the meetings and acts as the intermediary between the Committee and the Administration. The chairperson forwards the Committee's results and other written materials to the Vice President for Academic Affairs.

B. **Secretary**

The Committee members shall choose a secretary from its members at the first meeting of each academic year. The secretary is responsible for recording the minutes and maintaining confidentiality in their distribution. The minutes are summaries of the discussions of each candidate, with all comments remaining anonymous. They should include the candidate's strengths, areas needing improvement, and the vote (yes, no, abstention).

**Policies and Procedures**

A. The College Promotion and Tenure Committee may hold its first meeting of the academic year prior to the Schools' promotion and tenure in order to orient new Committee members, review responsibilities, and schedule meetings. The chairperson calls the Committee together after the School's Promotion and Tenure Committee has made their recommendations regarding candidates for 4th year review, 6th year review, and promotion.

B. The chairperson develops a Committee meeting schedule in consultation with the members.

C. The committee members review the portfolios and the School recommendations for each candidate undergoing fourth year review, sixth year review for tenure, and promotion.
Minutes from each School's promotion and tenure meetings regarding each candidate shall be available for the Committee.

D. For candidates undergoing sixth year review, the Vice President for Academic Affairs will provide the Promotion and Tenure Committee minutes from the School's fourth year promotion and tenure meetings regarding the candidate so the Committee members can see how earlier concerns have been addressed. NOTE: Care will be taken to provide only the relevant portions of these minutes so that new Committee members do not accidentally see minutes that may pertain to their own prior application.

E. Each candidate undergoing tenure and/or promotion is discussed focusing on how the candidate meets the criteria for promotion or tenure.

F. Each School representative on the Committee shares the School's perspective on the candidates from his or her school.

G. All voting is by written ballot.

H. The chairperson declares the results of the vote.

I. A summary of the discussion is included in the official minutes.

J. The chairperson submits the ballots, official minutes, portfolios, and any other written documentation to the Vice President for Academic Affairs.

K. If requested by the President and/or the Vice President for Academic Affairs, the Committee may meet with them to explain the decisions made.

Reports/Minutes

A. All Committee minutes and written ballots are submitted to the Vice President for Academic Affairs, and none are retained in the Committee's records.

B. All committee discussion and votes are to be kept in the strictest confidence.

This Handbook contains the organization and policies effective September 1991. As with all phases of the College, there are continuing changes which will be updated in the Handbook from time to time. Omissions and typographical errors are also subject to inclusion and correction.

Revised: October 18, 2012 by Faculty Assembly Action.

Shared Governance Principle: Faculty have the primary role in revisions to this policy.