

Tenure, Promotion and Evaluation Committee Procedures (approved May 2, 2013)

Step 1

All tenured faculty in the Department of Communication will serve on the TP&E committee (except for tenured faculty applying for promotion that academic year). From that group, three of the tenured faculty will be selected by secret ballot to serve on the drafting team of TP&E. A quorum of the tenured faculty must be present for the vote.

a. The responsibilities of the drafting team include:

1. Handling the organization and writing of the tenure and promotion documents (all but the overall evaluation and recommendations) for any faculty going up for tenure or promotion. The drafting team also handles the organization and writing of annual evaluations of any non-tenured tenure-track faculty.

Step 2

The drafting team will bring the draft of the evaluation report to the full tenured department TP&E committee for discussion. The members of the drafting will share their findings and may express their “recommendations” during the discussion with the entire committee. The full committee may disagree with portions of the evaluation report. The drafting team’s responsibility, then, would be to rewrite sections of the report based on the discussion of the committee. Additionally, the drafting team would write the overall evaluation and recommendations based on the discussion of the committee. A quorum of the tenured faculty must be present for the discussion.

Step 3

The drafting team will present the final version of the evaluation report to the full tenured department committee for vote.* A secret ballot vote will be taken. A tie vote is considered a negative vote on the recommendation. A quorum of the tenured faculty must be present for the vote.

*All members of the department’s tenured faculty are eligible to vote, except for any tenured faculty members serving at any other voting or appeals level of the Tenure, Promotion, and Evaluation process. This faculty will serve as an ex-officio member of the committee (the person is allowed to participate in discussions but may not vote at the department level).