

## **General P&T Committee Guidelines for College of Engineering**

Revised 8/23/17

1. The College of Engineering is subject to the terms in the Faculty Handbook regarding Promotion and Tenure. This is currently found in section 3.4 of the Handbook. In case of any conflict between these guidelines and the Faculty Handbook, the Handbook will be the prevailing document.
2. Please refer to the Rules of Deliberation for the composition of the COE P&T committee and the voting procedures.
3. In the case of faculty who are jointly appointed in two departments, it is necessary to reach a common P&T decision between the two departments. Furthermore, it is unfair to place the candidate in double jeopardy by separate votes in two departmental P&T committees. The following procedures will therefore be employed in the College of Engineering:
  - Informal communications between the two departmental P&T committees is encouraged in deciding whether a case merits consideration in a given year. A joint committee will be formed as described below, and this committee will first decide whether or not to proceed.
  - The faculty P&T decisions at the departmental level will be made by a joint committee comprised of representatives from the two individual departmental P&T committees. This committee will consist of either five or six members. There will be five members if equal representation between the two departments is possible by including a member who is jointly appointed between the two departments involved. Otherwise, there will be six members, three from each department. In either case, a majority is required for the case to be sent to the college level.
  - The individual departmental committees will discuss the candidate's qualifications in their respective meetings, and their representatives will relay the points raised and any consensus to the joint committee. However, the representatives will in no case be bound by the results of any vote in their departmental committee; indeed, such separate votes are discouraged. The joint committee will fully deliberate the case and vote, and the result of this vote will be binding on both departmental P&T committees.
  - The two department heads will confer and reach a common decision as to the department-head recommendation.
4. The set of dossiers that the department head forwards to the dean will be accompanied by a statement describing the formation and procedures of the departmental committee. It will also include a summary of the number of candidates voted on by the committee in each category (mandatory tenure, non-mandatory tenure, promotion at each level) and the number recommended by the committee and the number recommended by the department head.
5. The committee vote is advisory to the dean. As detailed in the faculty handbook, the dean has the authority to recommend to the university P&T committee that a candidate be promoted and/or tenured without that candidate receiving a positive recommendation from the committee. The dean also has the authority to recommend that a candidate not be promoted and/or tenured in the case of a positive recommendation from the committee. The dean's recommendation is conveyed to the university committee on the candidate's dossier along with the recommendation from the committee.