

Rules of Deliberation
2020 - 2021 College of Engineering P& T Committee
Revised 9/4/20

1. The College of Engineering Promotion and Tenure (P&T) committee is comprised of the Head and a representative from each academic department, and a person selected by the EFO (see item 2 below), for a total of 23 voting members. The Dean serves as chairman of the committee, but does not vote. The associate deans are ex-officio members of the committee and may engage in discussion of the dossiers, but will not vote. Also included on the committee in a non-voting capacity is the College of Engineering representative to the University P&T Committee.
2. The person selected by the EFO to serve on the College P&T Committee should be a tenured professor, not already serving as a department head or on a departmental P&T Committee.
3. Discussion will begin with the candidates for promotion to Professor, followed by candidates for promotion to Associate Professor. Candidates being considered only for tenure will be discussed next. Within categories, candidates will be considered alphabetically by last name. However, two candidates from the same department will not be considered in succession. Candidates for promotion within the non-tenure track faculty ranks (e.g. instructors, research faculty, professors of practice, collegiate faculty, etc.) will be considered separately by a sub-committee of the COE P&T Committee during the January-February timeframe.
4. Department Heads will not provide initial oral nominations for candidates. All members of the P&T Committee may participate in discussions. Voting members may not vote on cases from their departments since each has already had an opportunity to vote or make a recommendation on those candidates.
5. For those being considered for promotion to Associate Professor, a negative vote for promotion automatically means a negative vote for tenure. The College P&T Committee will not be asked to vote separately for promotion and tenure for these candidates.
6. At the conclusion of discussion on January 14th (or 15th if necessary) a straw vote will be taken by secret ballot. Major reasons should be provided on the straw voting form **when casting a negative vote**. This will be particularly helpful to the Department Head and Dean in the event of an appeal. Voting members may not vote on cases from their departments since each has already had an opportunity to vote or make a recommendation on those candidates. Abstentions are not allowed.
7. After the votes are counted, strength of support for each candidate will be disclosed to the full P&T Committee using the following scale: Strong Support will require at least two-thirds (66.6%) “yes” votes, Moderate Support equal to or greater than half (50%), but less than two-thirds (66.6%) “yes” votes, and Weak Support less than half (50%) “yes” votes. The comments supporting the negative votes will also be read to the committee at this time.
8. On January 19th (or 20th if necessary), there will be an opportunity for the Department Head to provide additional information on each candidate, and for the committee members to ask questions and make comments. The order of discussion will be the same as at the first meeting.

9. At the conclusion of the discussion on the 20th, a final vote will be conducted by secret ballots. Comments are necessary on “no” votes. Voting members may not vote on cases from their departments since each has already had an opportunity to vote or make a recommendation on those candidates. Abstentions are not allowed.
10. In order for a candidate to receive a positive recommendation from the committee, a nominee must receive "yes" votes from at least two-thirds of those **eligible** to vote. The college's representative to the university P&T committee will sign the dossier of each candidate sent to the university committee, noting whether or not the committee recommended the candidate for promotion and/or tenure. The committee's vote is advisory to the Dean. The Dean's recommendation to the University P&T committee is independent from the recommendation of the college P&T committee.
11. Committee members are reminded that these deliberations are strictly confidential. As such, the content of the conversations, the results of the straw and final votes, should not be discussed with persons not serving on the College Committee and especially should not be discussed with the candidates for promotion and/or tenure.