

### **Establishing Departmental Committees for Promotion and Tenure**

Each academic department in the schools of the university will select a review committee to assist in the evaluation of its faculty for promotion and a review committee to assist in the evaluation of its faculty for tenure. Review committees for promotion will consist of at least three members who are at or above the rank for which the applicant is applying. Review committees for tenure will also consist of at least three members and each of these must themselves be tenured faculty in the university.

The manner of the selection of faculty for review committees will be determined by the faculty members in each department. Each department will determine procedures for committee establishment and the rules and procedures by which review committees will operate, and will provide these in writing to all faculty in the department, the department chair, the dean of the school and the provost.

Faculty from other departments who meet the necessary qualifications may be invited to participate on review committees if the department, the faculty member, or the academic administration determines it is desirable. Where the participation of such faculty is viewed as necessary but cannot be agreed upon by the faculty member, the department, the department chair or the dean and the provost will develop a list of three names of individuals qualified to serve on the review committee and those in disagreement will have three working days in which to select an individual from the list. If a name cannot be selected within three working days, the provost will select from the list the individual who will serve on the review committee.

Faculty members may not serve as committee members on their own review committees nor may the members of their immediate families (wives, husbands, children, parents, parents-in-law, sisters, brothers, sisters-in-law, or brothers-in-law) serve as members on their review committees.