

P&T Committee Motions AY 07-08

The P&T Committee expects to make the following motions at the Spring CoE faculty meeting:

Motion I on new appointments from other colleges:

The P&T committee moves that the following be appended to item IV C.1 in the College of Engineering *CRITERIA AND PROCEDURES FOR FACULTY APPOINTMENTS, EVALUATIONS, AND PROMOTIONS*:

In case the appointment involves individuals who already hold a tenured or tenure track appointment in another College of the University, all the procedures in this section will apply except for those in items 3(b-e).

Rationale for motion I: The P&T committee believes that any new appointment, even if it is a transfer from another College, should involve a uniformly rigorous process. The exclusion of 3(b-e) is recommended as these involve issues related to external searches, such as placement of advertisements.

Motion II on the promotion of adjunct professors:

The P&T committee moves that the College of Engineering *CRITERIA AND PROCEDURES FOR FACULTY APPOINTMENTS, EVALUATIONS, AND PROMOTIONS* be amended to include a Section IV I that shall read as below:

IV I. Promotion Procedures for Adjunct Faculty Members

1. Promotion review of adjunct faculty members will be considered in the same cycle as regular faculty, with the same deadlines as in section IV.G.9, except that the deadline for the candidates to submit their dossier will be October 15.
2. This policy assumes that the letter of appointment would describe the nature of the contribution to be made by adjunct faculty members in a given semester or academic or calendar year. Adjunct faculty members will be evaluated for promotion based on the quality and significance of the contribution that they make in the area(s) described in their individual appointment letters.
3. The dossier should include:
 - a. A current CV.
 - b. Copies of any evaluations of classroom teaching or individual instruction (if applicable) and information about teaching regularity and quantity since appointment or the last promotion.
 - c. A brief (1-2 pages) personal statement regarding classroom teaching or individual instruction/supervision, scholarship, and/or service responsibilities (as applicable).

- d. Two to three letters of review from individuals outside of the unit who have direct knowledge of the performance of the adjunct faculty member for cases in which it is difficult for DCG members to directly evaluate the performance of the adjunct faculty member. Departments will have discretion with respect to the need for outside letters generally or in specific cases.
4. The DCG shall consist of all tenure-track faculty at or above the rank to which the candidate is being considered for promotion. It will be convened in the same manner as described in Section IV. E. 2, by the DEO.
5. The DCG shall review the dossier, conduct a closed ballot vote and report its conclusions to the DEO in the manner specified in Section IV. E. 4.
6. The DEO shall provide a written recommendation and rationale to the Dean in a manner consistent with Sections IV. E. 2 (f), IV. E. 5 and IV. E. 8.
7. The Dean shall provide a written recommendation and rationale to the Provost in a manner consistent with Sections IV. E. 7 and IV. E. 8.

Rationale for motion II: These elements conform to the minimal framework enunciated in the new University policy. That policy does not require a written DCG report. However, the P&T committee believes that it is good practice to have a written record of the rationale behind the DCG vote.

Motion III on deadline for DCG meeting where vote is taken:

The P&T committee moves that the following be inserted after the first sentence in item IV E.4 of the College of Engineering *CRITERIA AND PROCEDURES FOR FACULTY APPOINTMENTS, EVALUATIONS, AND PROMOTIONS*:

It is highly desirable that the final DCG meeting be held at a time when all DCG members can participate. At any rate the DCG chair should give at least one week's notice of this meeting, unless an earlier meeting with full participation is possible.

Rationale for motion III: Since this meeting is the only forum where DCG members can vote, it is desirable that adequate notice be provided.