Promotion and Tenure Committee

*Purpose/responsibilities:* The Promotion and Tenure (“P&T”) committee is responsible for making recommendations on the School’s P&T policies and practices, overseeing the P&T process in the School, and making recommendations to the dean regarding advancement of P&T candidates.

*Authority:* The P&T Committee is advisory to the dean and forwards its confidential recommendations to the dean.

*Membership selection and composition:* Fifteen members of the P&T Committee must be tenured full professors and three members must be full professors on the non-tenure track. Composition of the P&T Committee includes at least five representatives from the basic sciences, with the remaining membership from the clinical departments. The chair and the vice chair of the P&T Committee are affiliated alternately with clinical and basic science departments. Department chairs may be asked to serve up to one year on the committee to familiarize themselves with the process. The dean appoints the P&T Committee chair and one-half of the membership. The remaining members are voted upon by the School members of the Faculty Senate. In general, P&T Committee member terms are for three years and may be renewed for one additional term.

The chair and vice chair of the P&T Committee are appointed for two-year terms beginning July 1. The vice chair is selected from continuing committee members by the dean, the senior associate dean for faculty affairs and faculty development, and the coordinator of academic achievement. The vice chair serves in the position for two years, then becomes chair. The chair and vice chair normally serve in these positions for two years but may serve for a maximum of three years.

*Meetings:* The committee meets weekly from October until completion of portfolio review (generally before the end of December). The schedule for the meetings is set by the chair of the P&T Committee. One additional meeting may be scheduled in January to review appeals of the committee recommendation.

*Quorum and Committee Conflict of Interest:* Ten members of the committee must participate in the vote regarding approval of applications for advancement. A committee member is in conflict of interest if the faculty under review is a member (including joint or courtesy appointments) of the same department, or an active research collaborator with joint publications or funding. A committee member in conflict must be absent during review of the
candidate, does not participate in the committee vote, and does not otherwise discuss the promotion or tenure of the candidate with other committee members.

Minutes: A summary of the committee’s discussion and the recommendation of the committee regarding the advancement of the candidate (including a tally of the committee vote and conflicts of interest) is sent to the dean and to the senior associate dean for faculty affairs and faculty development.