

## Purpose

The promotion and tenure committee is a standing committee that provides fact-finding reviews and makes recommendations on procedural matters of promotion and tenure of college faculty. The committee prepares, using CVM and University guidelines as a basis, a confidential report for each candidate's dossier which details the adequacy of the documentation and its strengths and weaknesses. The committee likewise evaluates progress of faculty who are 2-3 years from applying for tenure and provides the dean and department head a report similar to that described above which will help the faculty member and department head prepare for the actual promotion and tenure evaluation. The committee is also charged to evaluate college promotion and tenure procedures and recommend improvements. In addition to considering candidates for promotion and tenure, the committee also serves as an academic discontinuance advisory committee to consider proposed discontinuation of college academic programs and as the college resource to review CVM faculty proposals for professional development leave.

## Membership

This committee has 9 members, all of whom must be full professors. Each department should be equally represented (i.e., 3 members from each of our departments). Tenured and non-tenure track professors are eligible for committee membership, however the majority of members from each department will be tenured professors. Only tenured professors may vote on awarding tenure. All members and the chair are appointed by the dean.

When a department has fewer than 3 individuals eligible for committee membership, the dean, in consultation with the department heads, considers and appoints individuals as needed from elsewhere within the college.

## Member List

Name	Role	Represents	Term
Fry, Mike	Chair	B&DS	June 30, 2023
Craig, Linden E	Member	B&DS	June 30, 2024
Hecht, Silke	Member	SACS	June 30, 2027
Hines, Melissa	Member	LACS	June 30, 2025
Morandi, Federica	Member	SACS	June 30, 2026
Odoi, Agricola	Member	BDS	June 30, 2027
Seddighi, Reza	Member	LACS	June 30, 2026
Tobias, Karen M	Member	SACS	June 30, 2025
Whitlock, Brian Keith	Member	LACS	June 30, 2025

# **Operating Procedures**

This committee shall meet in the fall to consider applications for tenure and promotion and in the spring to review candidates progressing toward tenure. Meetings will be scheduled by the committee chair. All discussions must be kept in strictest confidence and fact-finding reports should be submitted only to the dean, who will be responsible for informing individual faculty and department heads. The only public report of the committee shall be the annual report to the faculty assembly which should be statistical and not relate specific information on applications; an electronic copy will also be posting on the college intranet committee website.

## **Agenda and Minutes**

Committee meeting agendas and whether to record confidential meeting minutes are at the discretion of the chair.

## **Reporting**

The P&T committee reports to the Dean.

The following outlines current operations and expectations of the P&T Committee and may be used as a reference source by committee members and administrators in the future.

The committee serves in an advisory capacity to the Dean in evaluating dossiers from candidates for tenure and/or promotion, with administrative support from the Dean's office and guidance from the most current versions of the following documents:

1. UT Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure
2. UT Faculty Handbook
3. UT Faculty Evaluation Manual
4. CVM Bylaws
5. CVM Promotion and Tenure Guidelines
6. Departmental Bylaws

Unless the Dean indicates otherwise, there will be no communication of any committee discussions or decisions to anyone outside the committee (including Department Heads and candidates), other than the Dean. Committee members may individually and in confidence discuss concerns or observations with the Dean at any time.

The Chair is responsible for:

- Keeping the Dean informed of committee activities
- Coordinating access to dossiers for committee members
- Coordinating and moderating committee meetings
- Taking votes
- Drafting committee reports to the Dean that encompass the committee's consensus view and any dissenting opinions for P&T candidates

Committee members will be provided at least 3 weeks to become intimately familiar with each dossier before convening to discuss and vote on the candidate's tenure and/or promotion. The chair will set the meeting date and assign a dossier(s) to individual members for presentation to the committee and it will be that committee member's responsibility to know this document in painstaking detail. As noted above, this in no way diminishes the responsibility of all members to *thoroughly* evaluate all the dossiers in preparation for a meaningful discussion and vote on each candidate. Committee members will not be permitted to vote on or present dossiers from candidates in their own department. As such, there will never be more than 6 votes/candidate and tie votes will stand as a recommendation to the Dean. Votes will be completely anonymous and absentee votes will not be allowed. Abstentions will only be permitted in an instance where a conflict of interest or other mitigating circumstance(s) exists which precludes an objective evaluation by the committee member; the nature of these circumstances will be briefly summarized in the committee report to the Dean. A minimum of 5 votes must be cast in person to record a committee decision on each candidate. The committee will be provided access to the chair's draft report to the Dean and afforded the opportunity to suggest rephrasing or a change of emphasis on any particular point. Committee member(s) may write a separate dissenting report to the Dean, which will require a signature(s).

The committee reserves the right to send incomplete or poorly assembled dossiers back to the Department Head for revision but will review them if returned in an acceptable state before the committee's final scheduled meeting. Ideally the request for revision will come from the Dean's office after the dossier is previewed for organization and content. Dossiers and additional documents/insertions will not be accepted for committee review if presented to the committee less than 5 full business days prior to the committee's set meeting date.

In addition to considering candidates for P&T, the UTIA Chancellor recently requested that the College's P&T committee also serve:

1. On any UTIA Academic Discontinuance Advisory Committee assembled by the Chancellor to consider proposed discontinuation of academic programs in the CVM.
2. To review proposals to UTIA by CVM faculty for Faculty Development Leave. <http://provost.utk.edu/development/>

In these instances the committee reports to both the Chancellor and the Dean for the College of Veterinary Medicine.