

Committee Name: **Tenure and Long-term Clinical Contract Renewal Committee**

Original approval dates: CAS Senate March 19, 2025; FAC April 28, 2025

Purpose

- Mission Statement:

The Tenure Renewal Committee is dedicated to fostering an equitable and transparent process for the review of faculty seeking tenure renewal or renewal of a long-term clinical faculty contract. We commit to thoroughly evaluating candidates and providing informed recommendations to the Provost, ensuring adherence to the Faculty Handbook. We strive to uphold the highest standards of academic excellence within our institution and encourage and support faculty development.

- Objectives:

The purpose of the Tenure Renewal Committee is to (1) review all full-time faculty who are up for tenure renewal or renewal of a long-term clinical faculty contract, and make recommendations to the Provost regarding renewal, and (2) ensure that all processes are fair and in conformity to the Faculty Handbook.

Scope

- In Scope/Responsibilities:

- Review full-time faculty following the schedule approved by the Provost for renewal of tenure or long-term clinical faculty contracts.
- Ensure that all reviews follow the Faculty Handbook criteria and guidelines.
- Use rubrics to support decision-making.
- Maintain minutes that document committee recommendations.
- Communicate recommendations to the Provost through a letter to each applicant.
 - Recommendation options include full 7-year renewal, less-than 7-year renewal, and non-renewal.
- Review standards, criteria, and processes at least once every even-year spring and communicate recommended changes to the faculty governing body.
- Establish and oversee any subcommittees that may become necessary to carry out the charter.
- Maintain full confidentiality in the deliberations and recommendations related to any faculty member.

- Out of Scope/Limitations:

- Academic administration will be responsible for sharing rubrics, criteria, and requirements with faculty preparing for reviews, and for soliciting and storing application materials.
- Changes to evaluation process or rubric

Membership

- Committee Composition

- Voting members: six full-time faculty; representation from each school; undergraduate and graduate representation; all members, with at most one exception, must be tenured or on long-term clinical contract.
- *Ex-Officio*: Associate Provost or designee from academic administrators
- Committee leadership: Chair, or co-chair, selected by committee vote
- Terms
 - three-year terms, staggered in first year
- Appointment process
 - Appointed by faculty leadership with input from academic administration

Reporting

- The Committee reports to the Provost. After each application is reviewed, the committee chair and/or Associate Provost prepare a letter for the applicant conveying the committee's recommendation. The letter is sent electronically to the applicant, with the Provost and the President carbon copied. The deadline for the letters to be sent to applicants is December 1.

Review process:

- The committee, in a joint session with the other three faculty evaluation committees, shall review this charter, as well as the criteria, rubrics, and processes connected with tenure renewal, every even-year spring and communicate recommended changes, if any, to the faculty governing body. Changes approved by the faculty governing body are recommended to the Provost for final approval.

Meeting Details

- Frequency
 - The Committee will determine the frequency of meetings dependent on the workload of the committee each year. Sufficient meetings will be scheduled to review all applicants and conduct interviews when required.
- Quorum
 - A quorum is required to conduct business. A quorum for meetings shall be defined as four voting members.
- Voting
 - Decisions will usually be made by consensus, but in absence of consensus require a majority vote of those members present. The chair may vote. If required, the chair may call for an electronic vote of the committee.
 - A committee member from the same college/school fully participates and votes unless from the same department/program as the candidate. A member from the same department/program can provide clarifying information, when asked, that is discipline-specific, not candidate-specific.
- Agenda
 - Academic administrators will prepare applicant files for review and make files available to all committee members. (Exception: a member from the same department/program as an applicant will not be given access to the applicant's

materials.) Academic administrators will draft a committee schedule, which will be finalized and approved by the committee. The chair will create meeting agendas.

- Minutes
 - The committee may elect a secretary to take minutes or may choose to rotate minute taking among members. The minutes may not be generated by AI.
- Storage
 - Committee minutes are confidential and maintained in a secure location by the Associate Provost. Agendas and minutes are stored in a shared network folder that is shared only with committee members. Access to the shared network folder will be canceled at the end of each academic year and all committee notes will be deleted. (Committee members should delete all personal notes about applications as well.) Academic administration will transfer the minutes to an official digital location each year.

Responsibilities (for roles that are part of this committee)

- Chair (or co-chairs): Create agenda, lead the meeting, take the votes, and with the Associate Provost author a recommendation letter for each applicant..
- Secretary: The committee may elect a secretary to take minutes or rotate minute taking among members.
- Members: All members (including the chair) read every file; each file is assigned a first and second reader who complete an evaluation form/rubric and lead the discussion of the application during the meeting. First and second readers should not be from the same department/program as the applicant, but as much as possible one reader should share the same background with the applicant such as primary student level (undergraduate or graduate) or primary teaching format (online or in person).