FACULTY APPOINTMENTS PROMOTIONS AND TENURE COMMITTEE

Charge: The Faculty Appointments, Promotions, and Tenure Committee (FAPTC) will act to advise the Dean on all faculty personnel actions involving rank and duration of appointment, promotion and tenure. This committee will consider appointments or promotions to the associate professor or professor rank, or tenure, if applicable, for all faculty on the tenured, tenure eligible, clinical, research, or any educational tracks. Within the clinical track are included the designations: clinical scholar and educational scholar.

Membership: The FAPTC is comprised of faculty at senior rank (at associate professor or professor levels) who are either tenured or on clinical or research tracks. The Committee, which may be divided into multiple panels, is intended to be broadly representative of all departments and disciplines and includes representatives from both clinical and basic science departments. At least 2/3 of the FAPTC membership must be tenured, evenly distributed over the two panels. Each panel has one representative of the faculty council serving on that panel.

On an annual basis, the faculty at large is offered the opportunity to volunteer to serve on the FAPTC. Volunteers are evaluated to be sure they meet the criteria for service (advanced rank). Faculty are selected to serve based on the need to have sufficient tenured faculty, and to have even representation of the departments. Students are not included within the membership because of confidentiality of the faculty appointment, promotion, and tenure process.

Members are appointed for three year terms, and may be renewed if there are insufficient appropriate volunteers.

The Chair of the FAPTC is appointed for a three year, renewable term, by the Dean. The Chair must be at professor rank, must be tenured, and must attend all meetings of both panels to provide continuity and consistency.

Ex-officio members of the FAPTC include the Vice Dean for Faculty Affairs, the Associate Dean for Appointments and Promotions, and the Assistant Dean for Faculty Development. The committee is staffed by the Office for Faculty Affairs.

Quorum: A quorum consists of half of either panel of the FAPTC. For actions involving decisions about tenure, or appointment or promotion on the tenure track, a quorum consists of half the tenured faculty on either panel of the FAPTC.
Actions:

1) The FAPTC will consider dossiers presented by department representatives (which may be the FAPTC departmental representative or the Department Chair, Institute Director, or Division Head) for appointment, promotion and tenure.

2) Discussion of appointment, promotion, and/or tenure for any candidate will occur after the presentation, and after all members of the committee with primary appointments in the candidate’s department, or who are otherwise in conflict, have absented themselves from the room.

3) Members will fill out forms detailing their thoughts and rationale for their recommendation to approve, disapprove, or table for further information.

4) Forms are collected and the final recommendation tabulated.

5) Tenure decisions and promotions for tenured or tenure track faculty may only be voted on by tenured faculty (as per the Faculty Handbook), but discussion of each candidate is welcomed by all members of the FAPTC.