



AUBURN UNIVERSITY

OFFICE OF THE PROVOST
AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS

September 8, 2015

MEMORANDUM TO: Deans

FROM: Timothy R. Boosinger, *Tim R. Boosinger*
Provost and Vice President for Academic Affairs

SUBJECT: Provost Guidelines for College/School Level Promotion and Tenure Committees

After careful review and feedback by all the deans and the University Promotion and Tenure Committee, I have approved the following Provost Guidelines for College/School Level Promotion and Tenure Committees effective March 1, 2016. Please make the needed changes in your college or school so that your revised or newly formed college/school promotion and tenure committee is ready to review dossiers for the AY 2016-2017. Please note that these guidelines do not require all colleges/schools to have college/school level promotion and tenure committees.

Provost Guidelines for College/School Level Promotion and Tenure Committees

College/School level Promotion and Tenure Committee shall consist of at least one (depending on the size and variety of programs) nationally recognized scholar from each department/school in the college/school. The dean has the final decision on the number of representatives from each department. Each department will forward two acceptable candidates for each committee position and the dean will select one to serve. Each candidate must be vetted and approved by the dean before the departmental election/selection process. Eligible faculty members cannot serve in an administrative position, including that of department head/chair, at the time of their service on the committee. Eligible faculty must have a proven record of scholarly/research excellence. Voting members are limited one three year term with the possibility of renewal for a second three-year term. After two three-year terms a faculty member must rotate-off the committee for at least three years. Promotion and Tenure Committee members must be tenured and preferably hold the rank of professor. The dean may appoint non-voting members to the committee with the approval of the provost. The committee shall review departmental recommendations on candidates for promotion and tenure and make recommendations to the dean. In addition, the committee will write a summary letter that reflects the vote and represents all aspects of the discussion (majority and minority views) leading to that vote. The dean or his/her representative will serve as a non-voting chair of the committee.