

3.6.5.E. The Department's and Dean's Recommendation

After the candidate has made a presentation of his or her credentials if he or she so wishes, and after the faculty eligible to vote have had time to discuss the candidate's qualifications in a closed meeting, a secret ballot shall be taken at the meeting of eligible faculty to determine the final recommendation of the department faculty. Faculty members may participate in the promotion and/or tenure recommendation in one of the following ways:

- a. present and voting;
- b. present and abstaining;
- c. absent but submitting a written vote prior to the meeting; or
- d. absent and not voting (this response does not count as part of the total vote).

The department head/chair, dean, and any other faculty member serving as an administrator who has an official vote on the candidate at a higher administrative level shall not vote at the departmental level. Faculty members who serve on committees at the school, college, or University level may choose to vote at the department level or at higher levels, but they may vote only once on candidates from their departments. Immediate family members shall excuse themselves from discussion and voting.

The department head/chair shall announce the vote at the meeting. The vote shall be transmitted itemized as a, b, c, and d as listed above in writing, first to the dean of the candidate's college or school and the appropriate college committee, then to the Promotion and Tenure Committee along with the other information requested in this document.

The eligible department faculty who voted on a candidate's promotion and/or tenure will write a summary letter that reflects the vote and represents all aspects of the discussion leading to that vote. The department head/chair will also write an evaluative letter (that will count as his/her vote) with an explicit recommendation for or against promotion and/or tenure. In addition to these two required letters, individual faculty members may write letters explaining why they do or do not favor promotion and/or tenure. Where there are fewer than three faculty members in a department who are eligible to write letters of evaluation, the head/chair may ask for letters from faculty members in other departments who have knowledge of the candidate's professional performance. Letters should address the quality of research/creative work and the candidate's potential for continued work, teaching effectiveness, effectiveness in the area of extension, service contributions, and, in tenure cases, potential to contribute as a productive and collegial member of the academic unit in all relevant areas. In the case of candidates for tenure-on-hire,

letters from the candidate's current colleagues as well as from Auburn faculty members are strongly encouraged and should address these same issues.

Faculty should bear in mind that letters to the Promotion and Tenure Committee are an important source of information for the committee. Letters can help the committee to make an informed judgment about the candidate's collegiality by addressing the candidate's performance of his or her duties within a department. Letters can also help the committee, whose members may not come from the candidate's field, understand the significance of the candidate's work and make a fair appraisal of it. Faculty, department heads/chairs, and chairs should note that, unlike letters from outside reviewers, which remain confidential, their letters will be made available to and may be rebutted by the candidate.

The department head/chair shall communicate the department's vote to the candidate and also make available to the candidate all letters submitted by the committee, the department head/chair, and individual faculty members. After reviewing the letters, the candidate has five working days to write a rebuttal if desired. The candidate can also make an informed decision about whether or not to continue with the process of seeking promotion and/or tenure. If the candidate wishes to continue the process despite a negative recommendation, the department head/chair and dean shall honor the candidate's request.

If there is a college committee, its members will review the dossier, letters, and the candidate's rebuttal (if submitted), and they will vote by secret ballot. The committee will write a summary letter that reflects the vote and represents all aspects of the discussion leading to that vote. The dean will also write an evaluative letter (that will count as his/her vote) with an explicit recommendation for or against promotion and/or tenure. The dean shall communicate the college/school committee vote and make available to the candidate the college's/school's and dean's letters. After reviewing the letters, the candidate has five working days to write a rebuttal if desired.