

**Appointment, Promotion & Tenure (APT)  
CMPS Policies  
June 2002**

The following seven College policy statements should be incorporated into the Campus policies at the places indicated.

**III. APPOINTMENT OF FACULTY**

**C. Provisions Related to Appointments, Promotion, and Tenure**

**Addendum to Item 2:**

In the College of Computer, Mathematical and Physical Sciences initial appointments to the rank of Assistant Professor shall normally be for a term of three years. The Assistant Professor's performance will be reviewed by the unit in the third year of the initial appointment. A report on the candidate, with a recommendation by the Chair for or against renewal, will be submitted for approval to the Dean. The report should review all aspects of the candidate's performance, including teaching, research, and service.

**IV. PROMOTION, TENURE, AND EMERITUS REVIEW**

**A. First-level Review**

**Addendum to Item 2:**

In the College of Computer, Mathematical and Physical Sciences the first level promotion review committee shall normally obtain at least six letters of reference from external sources, chosen from a list including individuals nominated by the candidate. All letters of reference received must be included with the promotion package. A list of names of references, including those solicited but not received, must be included in the promotion package. A standard College solicitation letter should be used when contacting referees.

**IV. PROMOTION, TENURE, AND EMERITUS REVIEW**

**A. First-level Review**

**Addendum to Item 6:**

Evidence of the candidate's teaching performance shall be given in the descriptive report as appropriate. This shall be based upon both anonymous student evaluations and peer evaluations. Student evaluations can be in the form of replies to standard questions or statements and written comments. If selected comments are included some indication of the percentage of favorable and unfavorable comments should be given. Each unit will develop a peer evaluation procedure so that all aspects of the candidate's teaching performance and preparation are evaluated by at least one faculty member.

**IV. PROMOTION, TENURE, AND EMERITUS REVIEW**

**B. Second-level Review**

**Addendum to Item 1:**

The Committee will consist of eight full professors including the Dean who will be a non-voting member of the Committee. Each unit shall normally submit two names of individuals to the Dean for consideration, as a Committee member. In discussions of Research Scientist appointments and promotions the Committee shall include two Research Scientists, who shall be appointed for these discussions by the Dean. The term of appointment of voting members is

normally two years with four members selected in one year and three members the following year.

#### **IV. PROMOTION, TENURE, AND EMERITUS REVIEW**

##### **B. Second-level Review**

###### **'Pre'dendum to Item 3:**

After reviewing promotion or appointment materials, the Committee will discuss and vote on the merits of the case. The Committee Chair will write to the Dean stating the outcome of the vote, the Committee's recommendation, and include discussion points which are relevant to the case. A positive recommendation by the Committee will require five affirmative votes for Assistant and Associate Professors and six affirmative votes for Assistant and Associate Research Scientists. The Committee will review the Committee Chair's letter and, if necessary, include a minority opinion.

#### **IV. PROMOTION, TENURE, AND EMERITUS REVIEW**

##### **B. Second-level Review**

###### **Addendum to Item 5:**

A report of the decisions of the Dean and second-level committee shall be provided to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate no later than two weeks after the deadline for the Dean to submit the names of promotion candidates considered to the Provost.

#### **V. THE APPEALS PROCESS**

##### **A. Appeals Committees**

###### **Addendum to Item 2:**

In the College of Computer, Mathematical and Physical Sciences appeals committees are appointed by the Dean.