

Rules of Deliberation
2009 - 2010 College of Engineering P& T Committee
Revised 7/20/09

1. The College of Engineering Promotion and Tenure (P&T) committee is comprised of two representatives from each academic department including SBES, and a person selected by the EFO (see item 2 below), for a total of 25 voting members. The Dean serves as chairman of the committee, but does not vote. The associate deans are ex-officio members of the committee and may engage in discussion of the dossiers, but will not vote. Also included on the committee in a non-voting capacity is the College of Engineering representative to the University P&T Committee.
2. The person selected by the EFO to serve on the College P&T Committee should be a tenured professor, not already serving as a department head or on a departmental P&T Committee.
3. Discussion will begin with the candidates for promotion to Professor, followed by candidates for promotion to Associate Professor. Candidates being considered only for tenure will be discussed next, followed by candidates considered for Instructor promotion, who will be considered last. Within categories, candidates will be considered alphabetically by last name. However, two candidates from the same department will not be considered in succession.
4. Department Heads will not provide initial oral nominations for candidates. Rather, the committee will only engage in discussion of candidate qualifications. All members of the P&T Committee may participate in discussions. Voting members are to vote on each candidate, with the exception that members that have already voted on a candidate at the department level, or as department head, will not vote on those candidates again at the College level.
5. For those being considered for promotion to Associate Professor, a negative vote for promotion automatically means a negative vote for tenure. The College P&T Committee will not be asked to vote separately for promotion and tenure for these candidates.
6. At the conclusion of discussion on January 21 (or 22 if necessary) a secret straw vote will be taken by written ballot. Major reasons should be provided on the straw voting form **when casting a negative vote**. This will be particularly helpful to the Department Head and Dean in the event of an appeal. Abstentions are not allowed.
7. After the votes are counted, strength of support for each candidate will be disclosed to the full P&T Committee using the following scale: Strong Support will require at least two-thirds (66.6%) "yes" votes, Moderate Support equal to or greater than half (50%), but less than two-thirds (66.6%) "yes" votes, and Weak Support less than half (50%) "yes" votes. Actual vote counts will not be disclosed. The comments supporting the negative votes will also be read to the committee at this time.
8. On Monday, January 25 (or 26 if necessary), there will be an opportunity for the Department Head to provide additional information on each candidate, and for the committee members to ask questions and make comments. The order of discussion will be the same as at the first meeting.
9. At the conclusion of the discussion on the 25th, a final vote will be conducted by secret, unsigned ballots. Comments are necessary on "no" votes. Final votes must be received in the Dean's office by **4:00 p.m.** on Monday, January 25th.

10. In order for a candidate to receive a positive recommendation from the committee, a nominee must receive "yes" votes from at least two-thirds of those **eligible** to vote. The college's representative to the university P&T committee will sign the dossier of each candidate sent to the university committee, noting whether or not the committee recommended the candidate for promotion and/or tenure. The committee's vote is advisory to the Dean. The Dean's recommendation to the University P&T committee is independent from the recommendation of the college P&T committee.