College-Level Promotion and Tenure Committees

Functions of College Promotion and Tenure Committees

4.3.1 College Promotion and Tenure Committees (PTCs) make recommendations regarding the granting of permanent tenure, Emeritus status, and promotion to tenure track or tenured ranks. After reviewing the candidate's documents and supporting materials, including the departmental PTC's vote justification letters and the departmental chair's letter, the College-level PTC will make a recommendation to the dean. The Dean will then forward a recommendation concerning the advisability of conferring promotion and/or tenure, along with the supporting materials, to the Provost and Executive Vice Chancellor.

Establishment of College-Level Promotion and Tenure Committees

4.3.2.1 The tenure-track faculty in each College (or equivalent School, as determined by the Provost and Executive Vice Chancellor), shall establish their own College-Level Promotion and Tenure Committee, its structure, method of composition, and term lengths. Each College-Level PTC shall consist of at least five (5) tenured faculty members and at least one (1) alternate, who shall attend all meetings to vote in case of recusals or absences (see section 4.2.6.6). College PTC members shall advice the Dean on cases of tenure, promotion, Emeritus status sent from departmental PTCs. College PTC members should represent, as broadly as possible, all divisions and academic areas of that college. All tenured faculty in the College will be eligible to serve on that college's PTC.

4.3.2.2 Once established, any changes to the structure of the College-Level PTC will require an affirmative vote of the tenure-track faculty in that College.

4.3.2.3 Colleges and schools comprised of one unit can choose to use the Departmental PTC as the College PTC.

4.3.2.4 Only those eligible to serve on such committees shall elect the committee membership. The College PTC will be chaired and convened by the Dean or an Associate Dean, who shall preside ex-officio at all meetings. PTC members going through promotion shall recuse themselves for that same year.

Procedures of College-Level Promotion and Tenure Committees

4.3.3 The tenure policies and regulations of each institution shall set forth the general considerations upon which appointment, reappointment, promotion, permanent tenure, and Emeritus status are to be recommended. The institutional regulations shall provide that these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, the faculty member's demonstrated past performance and the potential for future contribution, and institutional needs and resources. All meetings of College-Level Promotion and Tenure Committees shall be held on campus.

4.3.3.1 In all cases involving a vote on Emeritus status, promotion, or tenure decisions, the full voting membership of the College PTC must be present. Alternates should attend all meetings and vote in the absences of regular members.

4.3.3.2 No abstention votes shall be allowed in College PTC personnel decisions. Instead, if a voting member of the College PTC wishes to be recused relative to any of the personnel items on a meeting's agenda, that person must provide the dean with written notification of recusal from both the
discussion and the vote on that particular matter. This rule shall supersede the rule in Robert's Rules of Order relative to the right of abstention.

4.3.3.4 The minutes of the PTC should record all persons in attendance at the PTC meeting and all members of the PTC absent from the particular meeting. A record should be kept of each personnel action considered; however, this should not include individual comments. The written record should state that the committee formally considered personnel action of the particular faculty member and should state those things that were considered. In instances of personnel action involving promotion or tenure of a faculty member, the minutes should state specifically that the criteria for promotion as set forth in section 3.8 or that the items required to be considered in granting tenure as specified in section 3.8 were considered. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee.

4.3.3.5 All minutes of the PTC action must be approved and, if necessary, modified by a majority of the assembled committee. Such action will normally take place at the next meeting of PTC except that, following the last meeting of the committee in a given academic year, the committee chair shall be responsible for gaining the approval of the minutes from the voting members of the committee.

4.3.3.6 A permanent file of all minutes of the College-level PTC shall be maintained in each College office. Nothing in these guidelines shall violate the confidentiality of the PTC minutes, except that any individual faculty member shall have access to those portions of the minutes of meetings in which personnel actions involving that faculty member were considered. All motions must be phrased in the affirmative.

4.3.3.7 Face-to-face deliberations among the College PTC members are a crucial part of the faculty review of candidates being considered for promotion, tenure, and/or Emeritus status. The elected chair of the departmental PTC will attend the meeting of the College PTC when members from that department are being discussed. Such persons serve as presenters of the documentation and can answer any questions about department-specific criteria for promotion or tenure.

4.3.3.8 College-level PTCs consider departmental PTC votes on promotion, tenure, and Emeritus status, but not departmental PTC votes on reappointment.

4.3.3.9 Notification to the faculty member of the results of a Dean's decision on reappointment, Emeritus status, tenure, or promotion should be made within five working days following the decision, except under extenuating circumstances.

Regulations of College-Level Promotion and Tenure Committees

4.3.4 The policies and procedures of College-Level Promotion and Tenure Committees will be determined by the tenure-track faculty in that college. The functions and procedures of college-level promotion and tenure committees as outlined in this section of the Faculty Handbook are the official guidelines for these committees and must be followed in all cases. Each College shall draw up its own specific operating procedures (e.g. size of committee, length of term, etc.) for the PTC, and these shall be in accordance with the guidelines outlined herein. The Provost and Executive Vice Chancellor shall be responsible for seeking interpretations of any relevant regulations or policies. In accordance with The Code of The University of North Carolina, section 602 (4), those charged with making decisions on initial appointment, reappointment, promotion and tenure shall examine and evaluate "DEMONSTRATED PROFESSIONAL COMPETENCE," i.e., the faculty member's actual performance, in addition to other criteria in making those decisions. The full text of section 602 (4) follows:

The tenure policies and regulations of each institution shall set forth the
general considerations upon which appointment, reappointment, promotion, and permanent tenure are to be recommended. The institutional regulations shall provide that these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, the faculty member's potential for future contribution, and institutional needs and resources. Each member of a promotion and tenure committee shall be subject to the same confidentiality obligations that apply to search committees and departmental personnel committees.