

Election Ballot

Tenure and Promotion Committee

Three-Year Term: 2010 - 2013

MEMBERS OF THE COMMITTEE WHOSE TERMS CONTINUE:

| NAME | DEPARTMENT | TERM |
|----------------|-----------------------------------|---------|
| Misha Kilmer* | Math | 07 – 11 |
| Shelly Krinsky | UEP | 09 – 12 |
| Stephen Levine | Civil & Environmental Engineering | 08 – 11 |
| Eric Rosenberg | Art History | 08 - 11 |

*Terms extended due to an intermediate leave from the committee

**NOMINATIONS FOR 2010 - 2013 ACADEMIC YEARS TO REPLACE YANNIS IOANNIDES & CHARLES INOUE:
(PLEASE VOTE FOR TWO FACULTY MEMBERS)**

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Beatrice Manz, History <input type="checkbox"/> Gib Metcalf, Economics <input type="checkbox"/> Isabelle Naginski, Romance Languages | <input type="checkbox"/> Kent Portney, Political Science <input type="checkbox"/> Mark Richard, Philosophy <input type="checkbox"/> Mary Shultz, Chemistry |
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Or write in:

BYLAW FOR THE COMMITTEE ON TENURE & PROMOTION

Article IV. Section 2(c): A Committee on Tenure and Promotion, consisting of six tenured members of this Faculty elected by the entire voting Faculty, and the Provost, without vote. At all times, the Committee membership shall include at least two members from the faculty of the School of Arts and Sciences and one member of the faculty from the School of Engineering. No more than one member of a single department may be a member of this Committee at any one time.

The Committee shall elect its own chairman, vice-chairman, and secretary. In the event that an individual being considered is a member of the same department as the chairman of the Committee, the vice-chairman shall serve as chairman.

This Committee shall review the qualifications of all individuals who are proposed for consideration for a tenured position or who are proposed for promotion above the rank of assistant professor, or who request such consideration. It shall requisition and consider all evidence that has a bearing on the individual under consideration. This shall include a departmental statement, and a privately submitted evaluation and recommendation to the chairman of the Committee on Tenure and Promotion from each tenured member of the candidate's department(s); non-tenured members are invited to submit evaluations and recommendations but are not required to do so. After review of the confidential letters by the Committee on Tenure and Promotion, the Committee will forward these letters along with the rest of the candidate's dossier to the Administration, unless the case is tabled. Confidential letters will be kept secure by the Secretary of the Faculty for three years from the date of official action by the Board of Trustees on the candidate's application, at which time the letters will be destroyed, unless the Administration has been legally enjoined from doing so.

The departmental statement shall reflect the full range of opinion of department members who vote on the application, record the numerical vote, and be signed by all voting members. When department members cannot agree on a single statement, a signed minority statement shall be submitted. The statement(s), including a list of members who voted, shall be made available to the candidate who has the option to submit a timely written response to the department statement. When pertinent, the views of colleagues, both tenured and non-tenured, in other departments, and of individuals from outside the University shall be obtained. The Committee may ask any of the above persons, or the candidate himself/herself, to appear in person. Each department will maintain records of student opinion of faculty members, from which information about a candidate will be made available to the Committee when appropriate.

For each candidate under consideration for Tenure, the Committee on Tenure and Promotion shall create an external subcommittee. Each External Subcommittee shall consist of: (a) two members of the Committee on Tenure and Promotion, one of whom shall serve as chair; (b) two members of the department(s) concerned, elected by the tenured member(s) of the department; and (c) one member, hereafter referred to as the outside expert, selected by the tenured members of the department(s) concerned. This outside expert should be from the same discipline as the candidate, or a related field.

Members of the External Subcommittee shall review and meet to discuss all the evidence presented in a candidate's case. At the request of any single member of the External Subcommittee, the External Subcommittee shall meet with all of the voting members of the Committee on Tenure and Promotion for further deliberations. Such request may be expressed prior to the External Subcommittee meeting, in which case the larger meeting may take place immediately following the External Subcommittee meeting (for the convenience of the outside expert). Such request may also be expressed at the conclusion of the External Subcommittee meeting, in which case the larger meeting may have to take place on a later date. Following the External Subcommittee meeting, and, if requested, the larger meeting with all voting members of the Committee on Tenure and Promotion also present, the Subcommittee Chair will prepare a written report that reflects the discussions and findings of these meetings; this report shall be signed by all members of the External Subcommittee and shall become a permanent part of the case that goes forward to the Committee on Tenure and Promotion and to the Administration, unless the case is tabled. In no case shall the External Subcommittee vote on the qualifications of the candidate.

For candidates who already hold tenured positions at comparable institutions, and whose appointment at Tufts does not involve a promotion in rank, the Tenure and Promotion Committee may, upon request from the department and the appropriate Dean, review the case without the formation of an external subcommittee. In all other tenure cases or if after initial review of the case the Tenure and Promotion Committee feels that it is necessary, an external subcommittee shall be constituted and meet as described above.

For candidates under consideration for promotion to Full Professor or in any case where an external subcommittee is not convened, the Committee on Tenure and Promotion shall create an internal two-person Tenure and Promotion subcommittee responsible for overseeing and presenting the details of the case to the Committee. If after initial review of the case the Tenure and Promotion Committee feels that it is necessary, the Tenure and Promotion Committee retains the right to gather more information in accordance with the procedures outlined in Statement 11.

The Committee on Tenure and Promotion shall review and deliberate on all the available evidence in the case. The Committee on Tenure and Promotion shall (a) vote on the merits of each case, and it shall submit a written report of its findings for each case, including a record of the vote, to the appropriate Dean; or (b) vote to table the case and report the vote to table to the appropriate Dean.

The deliberations of the Committee shall be considered confidential; however, the Committee's final division on the vote shall be conveyed to the candidate and his/her chair by the chair of the Committee at the time such information is transmitted to the appropriate Dean. The Committee's procedures shall ensure that the candidate is made aware of the names of all proposed referees, subcommittee members, and consultants, and of authors of all unsolicited communications regarding the candidate, in sufficient time to permit written objections and/or alternative suggestions to be considered prior to relevant actions. Confidentiality of communications received by or on behalf of the Tenure and Promotion Committee shall be honored to the fullest extent permitted by law.

The Committee shall also, in consultation with the Provost and the Deans of the Associated Schools, prepare and review periodically the general criteria for tenure and promotion. These shall be made available in writing to this Faculty.

Nomination and election of members of this Committee shall take place in accordance with the provisions of these Bylaws. With the exception of the Grievance Panel, membership on this Committee shall not preclude membership on any other committee of this Faculty. A member shall serve for three years; with the exception of the first election, one-third of the members shall be elected each year.