

BGSU/FIRELANDS COLLEGE
POLICIES OF
COLLEGE PROMOTION AND TENURE REVIEW COMMITTEE

ROLE OF FIRELANDS COLLEGE PTRC

The Firelands College Promotion and Tenure Review Committee (C-PTRC) must carry out its responsibility as stated in *The Academic Charter* and in the *Firelands College Governance Document*. A careful review must be made of the candidate's credentials, and a judgment must be made solely on this basis. Procedural and substantive reviews at the college level guarantee careful evaluation by a broader base of the faculty (other than department) and strengthen the promotion and tenure recommendations.

Decisions regarding promotion and tenure must be based on the criteria established by *The Academic Charter* and by the department in which the candidate resides. The department's substantive evaluation must be viewed as paramount, and any contrary evaluation by C-PTRC of substance must be well documented and a rationale fully developed.

MEMBERSHIP OF FIRELANDS C-PTRC

Six full-time faculty members at Firelands College (two elected from each department for two-year terms) will comprise the C-PTRC. Chairs may not sit on C-PTRC unless there are unusual circumstances.

Firelands College C-PTRC will elect its own chair.

In order to participate in a tenure or promotion review, a C-PTRC member must hold a contract marked "tenure." A member of C-PTRC who is up for promotion review will be replaced by another member of his/her department when his/her case is being reviewed. The substitute must not be a candidate for promotion review in the same year.

CANDIDATE'S RESPONSIBILITY TO C-PTRC

With the guidance of the chair and/or appropriate department committee, the candidate will prepare his/her tenure/promotion review file for promotion and/or tenure. C-PTRC may request a candidate revise information in the tenure/promotion review file if C-PTRC feels the information is inaccurate, is not presented in an organized manner, or can be strengthened by editorial changes. This request must be made in writing. However, it is the candidate's

decision to comply or not comply with the C-PTRC request. Any changes made in the tenure/promotion review file must be made within one week of the receipt of the written request to make revisions.

C-PTRC'S RESPONSIBILITY TO THE CANDIDATE

It will be the charge of C-PTRC to convene a meeting of all candidates for promotion and tenure, their chairs and/or department committees, and the Dean of Firelands College to review the promotion and tenure process and requirements as specified in University Governance Documents and in the *BGSU/Firelands College Promotion and Tenure Review Committee Information Guide*.

Written communications (including e-mails) sent to the Chair of C-PTRC by the candidate will be distributed to all members of C-PTRC so that C-PTRC as a whole is kept informed of concerns and occurrences in ongoing promotion/tenure/reappointment reviews.

DEPARTMENTAL RESPONSIBILITY TO C-PTRC

According to the appropriate departmental guidelines, the department will make its recommendation to the chair, who will then add a personal recommendation. Department and chair recommendations are addressed to the Dean.

The Chair's cover memorandum, accompanying the candidate's tenure/promotion review file, will include the information requested in the *BGSU/ Firelands College Promotion and Tenure Review Procedures* so that C-PTRC will be able to verify that the appropriate procedures were followed at the department level.

In accordance with the Ohio Revised Code, all copies of evaluations will be available to a candidate upon request.

REVIEW OF THE CANDIDATE'S TENURE/PROMOTION REVIEW FILE

Firelands College departments will follow guidelines for promotion and tenure in accordance with *The Academic Charter*.

The Dean will send the tenure/promotion review file to C-PTRC for review and recommendation. If any party suggests inaccuracies or discrepancies in the tenure/promotion review file, the C-PTRC may ask the candidate to respond to these comments.

Necessary transactions that occur between the C-PTRC and the Dean will be confidential and will be documented in writing.

The tenure/promotion review file will be circulated among the C-PTRC members for study and evaluation before a meeting for discussion. C-PTRC will seek clarification from its

committee members who were involved in the various departmental promotion/tenure committees.

VOTING PROCEDURES

A positive of *two thirds* of the total committee is necessary for a positive recommendation for promotion or tenure and for all decisions concerning committee guidelines and policies and tenure/promotion review file preparation guidelines. Abstentions count as negative votes.

The review process (including personal notes and discussion) by the C-PTRC will be kept confidential, and the sessions where such reviews are undertaken will be closed. The chair of C-PTRC will inform the committee members at their next meeting of the vote for promotion and/or tenure. The vote is confidential and should not be discussed outside of the meeting. The C-PTRC chair may share information from such review sessions with the Dean *only*.

Each C-PTRC member will fill out a ballot for each candidate recommending for or against promotion and/or tenure. A rationale sheet must accompany each ballot. Each member is limited to using facts presented in the tenure/promotion review file in preparing the rationale sheet. Whether the decision is positive or negative, there will be a space for noting any discrepancy or error found in procedure.

When completed, ballots and rationale sheets will be returned to the C-PTRC chair in a sealed envelope by the agreed upon time.

A member of C-PTRC will meet with the committee chair to count the ballots and verify the count. The C-PTRC chair will then write the memorandum stating the final composite recommendation and rationale for each candidate. This memorandum will then be sent to the Dean. A copy of the recommendation (sent to the Dean) will be sent to the candidate. Any candidate disagreeing with the C-PTRC review may send a rebuttal memorandum to the Dean with a copy to the C-PTRC chair.

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