

Requirements for Academic Unit TPR and PTR DOCUMENTS

Academic Unit:

Date

The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost.

This checklist will be completed by the Faculty Manual consultant to ensure that college bylaws conform with the 2025 – 2026 Faculty Manual.

Item	Reference	Y	N	N/A
1. The TPR document is distinct from academic unit bylaws	Ch V, D1c			
2. Criteria for tenure	Ch V, D1b			
3. Process for tenure	Ch V, D1b			
4. If the document includes discussion of reductions in the tenure probationary period, it includes the requirement that if an early tenure application is submitted the faculty member forfeits the remainder of their probationary period.	Ch V, C3 a			
5. Qualifications (criteria) for reappointment				
5 a. * assistant and untenured associate professor	Ch IV B 2 d			
5b.* research faculty	Ch IV B2 d			
5c. * extension faculty	Ch IV B 2d			
5d. * clinical faculty	Ch IV B 2d			
5e. * lecturer	Ch IV B 2d			
5f. * senior lecturer	Ch IV B 2 d			
5g. * principal lecturer	Ch IV B 2d			
5h. * Professor of Practice	Ch IV C 2d			
6. Processes for reappointment (annual except as noted below)	Ch V C; Ch V D			
6a.* assistant and untenured associate professor	Ch V D			
6b.* research faculty	Ch V D			
6c. * extension faculty	Ch V D			
6d. * clinical faculty	Ch V D			
6e. * lecturer	Ch V D Ch V, C2b, I			
6e i. * including feedback from senior lecturers	Ch V, D1g			
6f. * senior lecturer	Ch V, C2c			
6fi. * including feedback from senior and principal lecturers	Ch V, D1g			
6f ii* at least every three years and in penultimate year	Ch V, C2c, i			
6g. * principal lecturer	Ch V, C2d			
6g i.* including feedback from principal lecturers	Ch V, D1g			
6g ii.* at least every five years and in penultimate year	Ch V, C2d, i			
6h. * Professor of Practice	Ch VC 2 e			
7. Qualifications (criteria) for promotion	Ch 4 C			
7a.* to associate professor	Ch IV C 1 h			
7b. * to full professor	Ch IV C 1 i			
7c. * research faculty ranks	Ch IV C 2 f			

7d. * extension faculty ranks	Ch IVC 2g			
7e. * clinical faculty ranks	Ch IV C 2h			
7f. * to senior lecturer	Ch IV C 2 I iv			
7g.* to principal lecturer	Ch IV C 2 I v			
8. Processes for promotion	Ch V D			
8a.* to associate professor	Ch IV B 2 e.			
8b.* to full professor	Ch IV B 2 e			
8c.* research faculty ranks	Ch IV B2 e			
8d.* extension faculty ranks	ChIV B2 e			
8e.* clinical faculty ranks	Ch IV B2 e			
8f.* to senior lecturer	Ch IV B2 e Ch IV C 2 i			
8fi* including feedback from senior and principal lecturers	Ch V, D1g			
8g.* to principal lecturer	Ch IV 2e;			
8gi.* including feedback from principal lecturers	Ch V, D1g			
9. Procedures the TPR Committee must follow	Ch V, D			
10. The composition of the TPR committee shall be defined in the TPR document	Ch V, D1e, i			
11. The procedure for selecting the TPR chair is specified.	Ch V, D 1 e ii			
12. The TPR Committee chair shall not be appointed by the department chair.	Ch V D 1 e ii (1)			
13. If the TPR committee chair is elected either by the TPR committee or the entire departmental faculty, eligibility to vote in the election shall not be restricted by faculty rank, faculty designation, or tenure status.	Ch V D 1 e ii (2)			
14. If the TPR chair is not able, because of their rank, designation or tenure status, to vote on a recommendation they then serve in a non-voting capacity.	Ch V D e ii (3)			
15. Voting rights on a committee making tenure recommendations are limited to tenured faculty	Ch V, D1e, iv			
16. For a TPR committee making recommendations for promotion to a faculty rank, all departmental faculty at that rank or higher, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation of these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document.	Ch V, D 1 e v			
17. For a TPR committee making recommendations for reappointment to a faculty rank, all departmental faculty at a higher rank, within the same faculty designation, shall be included among those eligible for membership and voting rights and the departmental TPR document shall ensure representation from these ranks. Eligibility for membership and voting rights for faculty of other ranks and designations shall be specified in the departmental TPR document	Ch V D 1 e vi			
18. The Committee must have a minimum of three departmental members, and a mechanism to elect additional members from outside the unit if not possible that is consistent with Ch V, D2a, ii	Ch D 1 e vii			
19. Departmental procedures for peer evaluation shall be in writing in the TPR document and shall be available to the faculty, the chair, the dean, and the Provost	Ch V, D1f, i			

20. Post tenure review criteria and processes are documented in the TPR document	Ch V, G			
21. Specific guidelines	Ch V, G 2			
22. Specification of ONE option for external representation	Ch V, G5a			
22a. Process for selecting an external PTR member if this is part of the Post-tenure review process	Ch V, G5a, ii			
22b. If external letters are required for post-tenure review, there must be at least four letters, two from list of six submitted by faculty member	Ch V, 5 e			
22c. Allow each faculty member under review the option of either having external letters solicited or incorporating the external committee member in the review process	Ch V, G5a, iii			
23. Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G3a			
24. Only tenured faculty may serve on the PTR Committee	Ch V, G3b			
25. The PTR Committee shall have a minimum of three members	Ch V, G3c			
26. Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G3d			
27. The PTR Committee shall elect its own chair	Ch V, G3e			
28. Doesn't abrogate or alter any policies in the Faculty Manual	Ch III, A1c			