

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2018-2019 *Faculty Manual*

Department:

Date

NOTE: The TPR document must be approved by the regular departmental faculty, department chair, college dean, and Provost (Chapter IV, D1d).

Updated August 3, 2018.

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*.

Requirement	Reference
1 The TPR document is distinct from departmental bylaws	Ch IV, D1c
2 Criteria for promotion to Associate Professor	Ch III, D1f, iii
3 Criteria for promotion to Professor	Ch III, D1f, iv
4 Procedures and standards for promotion of clinical faculty	Ch III, E2i, iii(3)
5 Processes and criteria for promotion from lecturer to senior lecturer	Ch III, E2i, iv(3)(b)
6 Evaluation of lecturers annually following standards & procedures in TPR document	Ch IV, C2b, i
7 Procedures and standards for evaluation of Senior lecturers at least once every three years and in the penultimate year	Ch IV, C2c Ch IV, C2c, i and ii
8 Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i>)	Ch IV, D2b, v(2)

Procedures and committee structure of departmental TPR committees, adhering to *Faculty Manual* requirements to include at least the following:

9	• Procedures the TPR Committee must follow	Ch IV, D1b
10	• Procedures for electing the TPR Committee	Ch IV, D1b
11	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch IV, D1e, i
12	• The Committee shall be composed of full-time regular faculty members excluding individuals who as administrators, have input into personnel decisions such as appointment, tenure and promotion	Ch IV, D1e, i
13	• Voting rights on a committee making a recommendation concerning promotion to rank or appointment at a rank are limited to regular faculty with equivalent rank or higher	Ch IV, D1e, ii
14	• The Committee must have a minimum of three departmental members, if possible	Ch IV, D1e, iii
15	• Departmental procedures for peer evaluation shall be in writing and shall be available to the faculty, the chair, the dean, and the Provost	Ch IV, D1f
16	• TPR committees shall solicit recommendations from senior lecturer(s) in a manner consistent with the unit's bylaws and TPR documents in the reappointment review of lecturers, the promotion review of lecturers to senior lecturers, and the reappointment review of senior lecturers	Ch IV, D1g

Guidelines providing details of the PTR process adhering to *Faculty Manual* requirements to include at least the following:

17	• Specific guidelines	Ch IV, F3a
18	• Specification of ONE option for external representation	Ch IV, F6a