

Requirements for DEPARTMENTAL TPR and PTR DOCUMENTS – 2019-2020 *Faculty Manual*

Department:

Date

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

This list may be useful to ensure departmental TPR and PTR documents conform with the *Faculty Manual*. Updated 4/2/2020.

Compliance

NOTE: Principal lecturers must be incorporated into department TPR documents by August 1, 2021

	Requirement	Reference	Yes	No	N/A
0	Consistent otherwise with the <i>Faculty Manual</i> and internally and with departmental bylaws	Ch III, A1c			
1	The TPR document is distinct from departmental bylaws	Ch V, D1c			
2	Criteria for tenure	Ch V, D1b			
3	Process for tenure	Ch V, D1b			
4	Consistent with the requirement that tenure applications, once submitted, cannot be withdrawn (New in 2018-2019 <i>Faculty Manual</i>)	Ch V, C3			
5	Qualifications (criteria) for reappointment	Ch V, D1c			
5a	* assistant and untenured associate professor	Ch V, D1b			
5b	* research faculty	Ch IV, B2e & B2b, i(3)			
5c	* extension faculty	Ch IV, B2e & B2b, ii(4)			
5d	* clinical faculty	Ch IV, B2e			
5e	* lecturer	Ch IV, B2e; Ch V, C2b, i			
5f	* senior lecturer	Ch IV, B2e; Ch V, C2c			
5g	* principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2e; Ch V, C2d			
5h	* Professor of Practice	Ch IV, B2e			
6	Processes for reappointment (annual except as noted below)	Ch V, D1c			
6a	* assistant and untenured associate professor	Ch V, D1b			
6b	* research faculty	Ch IV, B2e			
6c	* extension faculty	Ch IV, B2e			
6d	* clinical faculty	Ch IV, B2e			
6e	* lecturer	Ch IV, B2e; Ch V, C2b, i			
6e, i	* including feedback from senior and principal lecturers	Ch V, D1g			
6f	* senior lecturer	Ch IV, B2e; Ch V, C2c			
6f, i	* 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 (Can delay until Aug 1, 2021)	Ch IV, B2e; 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 IV, B2e			
7	Qualifications (criteria) for promotion	Ch V, C4a, i			
7a	* to associate professor	Ch IV, B1f, iii			
7b	* to full professor	Ch IV, B1f, iv			
7c	* research faculty ranks	Ch IV, B1e			
7d	* extension faculty ranks	Ch IV, B1e			
7e	* clinical faculty ranks	Ch IV, B1e			
7f	* to senior lecturer	Ch IV, B1e & B2i, iv(3),(b)			
7g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B1e & B2i, iv(4),(b)			
8	Processes for promotion	Ch V, D1c			
8a	* to associate professor	Ch V, D1c			
8b	* to full professor	Ch V, D1c			
8c	* research faculty ranks	Ch V, D1c			
8d	* extension faculty ranks	Ch V, D1c			
8e	* clinical faculty ranks	Ch V, D1c			
8f	* to senior lecturer	Ch IV, B2i, iv(3),(b)			
8f, i	* including feedback from senior and principal lecturers	Ch V, D1g			
8g	* to principal lecturer (Can delay until Aug 1, 2021)	Ch IV, B2i, iv(4),(b)			
8g, i	* including feedback from principal lecturers	Ch V, D1g			

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 V, D1c			
10	• The composition of the TPR committee shall be defined in the TPR document (change from 2018-2019; this committee need not be elected)	Ch V, D1e, i			
11	• The TPR committee's members shall not be appointed by the department chair (new in 2019-2020)	Ch V, D1e, i			

12	• Voting rights on a committee making tenure recommendations are limited to tenured regular faculty	Ch V, D1e, ii			
13	• 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 V, D1e, ii			
14	• 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 V, D1e, iii			
15	• 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 V, D1e, iv			
16	• 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			
Guidelines providing details of the PTR process adhering to <i>Faculty Manual</i> requirements to include at least the following:					
17	Post tenure review criteria and processes are documented in the TPR document	Ch V, G3a			
18	• Specific guidelines	Ch V, G3a			
19	• Specification of ONE option for external representation	Ch V, G6a			
19a	• Process for selecting an external PTR member if this is part of the Post-tenure review process	Ch V, G6a, ii			
19b	• 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, G6e			
20	• Procedures for creating the Post-Tenure Review Committee (need not be separate from the TPR Committee; need not be elected)	Ch V, G4a			
21	• Only tenured faculty may serve on the PTR Committee	Ch V, G4b			
22	• The PTR Committee shall have a minimum of three members	Ch V, G4c			
23	• Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch V, G4d			
24	• The PTR Committee shall elect its own chair	Ch V, G4e			