College of Engineering Faculty Status Committee Guidelines

Committee Charge (additional details may be found in the Faculty Status Handbook)

- The Committee provides an independent evaluation of faculty promotion and tenure dossiers to ensure that each dossier has been carefully and properly prepared, and that uniform or equivalent standards are applied to all candidates.
- The Committee will prepare a letter with their recommendations which will be added to the dossier prior to the Dean’s review.

Committee Composition and Function

1. Each School/Department in the College will elect Committee members from among their tenured faculty in proportion to the number of tenured/tenure-track faculty in the unit at the time of the election. One committee member for each ten tenured/tenure-track faculty; for example, units with 6 to 15 faculty elect one committee member, units with 16 to 25 faculty elect two, and so on. Units with more than one representative must have at least one full professor.
2. Three members will be elected at-large by College faculty from among all tenured faculty; at least two of the three shall be full professors. At least two schools/departments must be represented.
3. Committee members serve a three-year term beginning July 1 except as noted below.
4. During the first election cycle, one member from each unit and one of the at-large members will serve for a one-year term.
5. Committee members are permitted to vote on promotion and tenure only if their rank is at or above the rank for which the candidate is being considered.
6. The Committee members will elect a Chair of the Committee.

Committee Eligibility

1. All tenured faculty at 0.5 FTE or above including school/department heads are eligible.
2. Faculty on sabbatical are not eligible.
3. Faculty are eligible to serve up to two successive terms.
4. Members of the College Committee that previously voted on the candidate’s case at the unit level (e.g., serves on the unit-level faculty status committee or school heads) should not vote at the College level.

Committee Elections

1. Each school or department is responsible for coordinating the balloting for their Committee members. All tenured and tenure-track faculty are eligible to vote in the elections.
2. A list of eligible faculty will be circulated to faculty and faculty may request that their name be removed from consideration for the Committee.
3. Balloting must be complete prior to the fourth week of spring term. The faculty receiving the most votes will serve on the Committee, provided the committee composition requirements are met (see above).
4. Each unit forwards the names of faculty eligible, and wishing to serve, for the at-large positions to the Office of the Dean.
5. The at-large balloting will be completed prior to the end of spring term. All tenured and tenure-track faculty are eligible to vote in the at-large election.
6. The three at-large positions will be filled by candidates receiving the greatest number of votes, provided the committee composition requirements are met (see above).
7. Should a Committee vacancy occur, an election will be held at the School/Department or at-large level, as appropriate, as soon as possible in accordance with the procedures outlined above.

February 3, 2010