Mission Statement and Charter for the Faculty Tenure and Promotion Committee

Mission

The Tenure and Promotion Committee is the college-wide committee charged with the review of all departmental/school recommendations for faculty tenure and/or promotion. Following a thorough review, the committee submits its recommendations to the Provost and Dean of the College. In addition, the committee addresses other matters relevant to standards and procedures governing tenure and promotion at The Citadel.

Charter

I. Membership

A. Representation

The Faculty Senate selects one tenured full professor from each academic department (including the library) or school (in the case where a school does not have discrete departments), excluding Deans and Department Heads, to serve on the committee. Academic faculty membership is restricted to tenured full professors who have been employed at The Citadel for at least one full academic year at the time they begin committee service. If a tenured full professor is not available in a department/school to serve on the committee, a tenured associate professor shall be selected. Anyone with whom the Candidate has a personal relationship (i.e., spouse, significant other, or family member) should not be a member of this committee during the year of application. Anyone who holds an appointment as Dean or Provost in any capacity (e.g. assistant, associate, full-time, part-time, temporary or permanent) is ineligible to serve on the Faculty Tenure and Promotions Committee. If a department has no eligible faculty members to serve on the committee, then that department will not be represented on the Faculty Tenure and Promotions Committee during that academic year.

The Faculty Senate selects one tenured full professor from each academic school to serve on the Tenure and Promotion Appeals Committee. In addition, it selects at large two tenured full professors to serve as alternates. Academic faculty membership criteria for these seven positions are the same as for membership on the Tenure and Promotion Committee. The Tenure and Promotion Appeals Committee handles appeals for probationary appointment, tenure, and promotion.

B. Tenure

Academic faculty members serve three year rotating terms, staggered so that at all times two-thirds of the committee have a collective memory of past decisions. An academic faculty member may request a second consecutive term; no faculty member may serve on the committee
for more than six years consecutively. If a faculty member cannot complete a term, the Faculty Senate will select another member to fill the un-expired term. Time spent filling the term of another faculty member will not count toward the "six-year rule" outlined above.

II. Structure

A. Officers

At the end of the fall semester, the committee will elect a chair for the next calendar year. The committee will elect the vice chair and secretary at the same time. Each of the officers will serve one year. The chair schedules and presides over meetings and undertakes whatever other measures are necessary to facilitate the work of the committee. The vice-chair assists the chair and the secretary takes minutes.

B. Subcommittees

Subcommittees may be created at the discretion of the committee.

C. Executive Committee

The Executive Committee shall be composed of the current officers (chair, vice-chair, and secretary). The Executive Committee shall act only in those circumstances when the committee membership cannot be assembled. The Executive Committee shall perform appropriate duties as the chair or the full committee may designate.

III. Activities and Responsibilities

A. Meetings. Other than the organizational meeting noted in II.A., the chair, in consultation with the committee, shall schedule such meetings as necessary in order to fulfill the committee's responsibilities under the mission above. The chair must hold a meeting if requested in writing by at least one-third of the voting members. A quorum consists of two-thirds of the voting members.

B. During the spring and/or fall semester, in association with the Office of the Provost and Dean of the College, the committee makes available to the general faculty information about the College's standards and procedures relating to tenure and promotion.

C. In the spring semester, the committee fulfills the following responsibilities:

The committee receives applications and departmental/school recommendations for tenure and/or promotion. The committee reviews all such materials.

The committee makes recommendations for tenure and/or promotion to the Provost and Dean of the College based upon the votes of individual committee members. All members shall vote, with all votes justified in writing. The representative of a candidate's department/school may
participate in all committee discussions of the candidacy but will abstain from voting. A committee member will abstain from voting on a candidate where there is a conflict of interest, either real or perceived.

An affirmative committee recommendation requires a positive vote by a minimum of two-thirds of those committee members casting votes (this excludes abstentions).

Through the chair, the committee shall formally report the vote and all written comments on each candidate to the Provost and Dean of the College or his or her designee, who shall, in turn, make available to each candidate the vote and accompanying justifications pertaining to his or her candidacy.

D. The committee shall make recommendations, as necessary or desirable, on standards and procedures relating to tenure and promotion. Such recommendations (in writing) are formally submitted to the Provost and Dean of the College, consistent with Memorandum 3-601.

E. The committee may perform other tasks in accordance with the general Charter Elements for Standing Committees.

F. Annual report. The committee will prepare an annual report summarizing the committee's activities over the previous academic year. The report includes all non-confidential decisions of the committee. The report will be submitted to the Chair of Faculty Senate. It will also be available to all Citadel faculty, staff and students via the committee web site.

IV. Bylaws

The committee operates according to the published bylaws.

V. Amending the Charter

The Faculty Tenure and Promotion Committee may modify its charter in consultation with the Executive Committee. Proposals for changes in the committee charter come to the Executive Committee, which negotiates the changes with the standing committee and with any affected administrative departments. Consensus requests are forwarded to the Faculty Senate for approval. In case of a lack of consensus, competing proposals may be sent to the Faculty Senate for consideration.

Revised March 2014; Approved by Committee on Committees (October 2013) and Faculty Council (February 2014). Revised and approved by Faculty Senate April 2016.