PROMOTION AND TENURE COMMITTEE  
DEPARTMENT OF EDUCATIONAL POLICY STUDIES\textsuperscript{1}  
(Revised March 8, 2013)

The Department of Educational Policy Studies (EPS), committed to developing educational leaders and scholars, will comprise a promotion and tenure committee responsible for reviewing the progress of tenure-track candidates in their third year as well as evaluating the progress of tenure-track candidates seeking promotion to Associate Professor or Professor.

The Educational Policy Studies Promotion and Tenure Committee (hereafter, EPS P&T) will consist of three faculty members: One member chosen by each program unit—Educational Leadership; Research, Measurement, and Statistics; and Social Foundations—who are tenured at the rank of Associate Professor or Professor, with one member elected as chair. For candidates seeking promotion to full Professor: The EPS department must have three or more full Professors to serve as a promotion and tenure committee. Only full Professors will vote on candidates for promotion to full Professor. (If fewer than three full Professors, the Dean, in consultation with the department Chair, will augment faculty committees with members at the Professor rank from other departments, see Section 5.02 in the COE P&T Guidelines.)

Whenever possible, at least one member of the committee shall be a former member of the COE P&T, having recently served as a departmental representative. At the discretion of the committee or at the request of the candidate an additional faculty member may be added for each candidate who can speak on behalf of that individual. This person will serve in a non-voting capacity only.

The department promotion and tenure committee will review and evaluate the candidate’s dossier, the letters from external reviewers (not for third-year review candidates), and any other materials relevant to the candidate’s dossier. After seeking input from eligible voting faculty in the department, EPS P&T will provide a letter to the department chair and candidate(s) with ratings of “met” or “not met” for each category of research, teaching, and service along with the rationale for that particular rating.

Annual elections for the committee will be held in January.

DUTIES

Third Year Review

The third-year review for tenure-track faculty will be conducted by EPS P&T. The third-year review should address the faculty member’s progress in research, teaching, and service. For the third-year review, EPS faculty members with two or three years of credit will be evaluated in the spring of their first year. Faculty members with one year of credit will be evaluated in the spring of their second year. Faculty members with no credit will be evaluated in the spring of their third year in rank (COE P&T Guidelines).

EPS P&T is responsible for providing feedback, direction, and support for each candidate under review. The committee will meet with the candidate no later than January 31 to clarify procedures and items to be submitted for review. A dossier should be prepared for this review (see formatting specifications and instructions in Appendix B and Appendix C of the COE P&T Guidelines). The candidate will submit the third-year review materials to the committee according to the timeline established in Appendix D**—by the first Monday in March.

Comments relating to the candidate will be sought from tenured, tenure-track faculty members in the department. Each faculty member will rate the candidate on the form provided by the committee (see attachment), including EPS P&T members and the EPS representative to COE P&T. Forms must be completed by the Friday of the third week in March. Candidates will be evaluated as having “met” or having “not met” progress toward the standards for tenure and promotion in research, teaching, and service. The committee will meet with the candidate to discuss the evaluation by the second Monday in April. The committee will compile the faculty ratings and comments, review the candidate’s dossier and supporting materials, and evaluate the candidate prior to writing a final report by May 1st or the next working. The report will be forwarded to the candidate, EPS Chair, and Dean in accordance with the timeline stated in Appendix D.

**These are general guidelines only. Date adjustments may be necessary to satisfy the deadlines provided by the Provost annually—see Appendix D in the COE P&T Guidelines.
Promotion and Tenure

The EPS P&T Committee is responsible for evaluating each candidate for promotion and/or tenure to Associate Professor or Professor by following the college document and the timeline in Appendix E** in the COE P&T Guidelines.

The EPS P&T should be notified of a faculty member’s intention to be considered for promotion by April 1st in the year he or she plans to submit materials for promotion and/or tenure. By April 10th, EPS P&T will receive from the candidate a list of five nominations for external reviewers with names, addresses, telephone numbers, professional affiliations, current positions and a one-paragraph description for each potential external reviewer. The one-paragraph description should be a brief resume of the external reviewer or a description of this person's accomplishments, standing in the field, and past relationship with the candidate if applicable.

By April 15th, the department chair in consultation with the committee will submit to the dean a list of five additional names of potential reviewers. By no later than August 19th the committee will receive from the Dean copies of the external reviewers’ letters.

Between August 19th and September 13th, materials and briefs submitted by the candidate will be reviewed by the committee. The committee will evaluate the candidate’s accomplishments as follows: (a) Review each candidate’s dossier; (b) Interview the candidate for purposes of clarification, if needed; (c) Solicit input from the eligible tenured faculty in the department (see attachment); (d) Prepare a written evaluation on the quality of the candidate’s research, teaching, and service. Candidates will be evaluated as having “met” or having “not met” the standards for tenure and/or promotion in research and scholarly activity, teaching, and service.

Evaluations will be sought from only tenured, tenure-track faculty members in the department at the rank of Associate Professor and Professor for candidates seeking tenure and/or promotion to Associate Professor. (Only tenured faculty at the rank of Professor will evaluate candidates seeking the rank of Professor.) EPS P&T members are allowed to fill-out the evaluation form, but the department Chair and EPS representative to the COE P&T Committee are prohibited from evaluating tenure-track candidates seeking tenure and/or promotion at this time. The Committee will compile the forms with faculty ratings and comments, review the candidate’s dossier and supporting materials, and if needed interview the candidate prior to writing a final report. The three EPS P&T members by simple majority vote will determine whether a candidate is to be recommended for tenure and/or promotion. A minority report may be prepared and forwarded to the candidate and department Chair as well.

By September 13th, EPS P&T will forward their recommendation to the candidate for review; and by September 18th— within five working days—the committee will forward their recommendation to the department Chair. The candidate may submit to the department Chair a letter of response about the EPS P&T evaluation within that timeline (see Appendix E).

By October 10th the EPS chair will forward his/her evaluation to the candidate and within five working days submits it to ACFPT along with the candidate’s response letters if applicable.
**These are general guidelines only. Date adjustments may be necessary to satisfy the deadlines provided by the Provost annually—see APPENDIX E in the COE P&T Guidelines.

**EPS P&T Appeals Procedure (Request for Reconsideration):**

The candidate has five days in which to appeal the evaluation of the departmental review in a response letter to the department chair, as specified in the COE P&T Guidelines. The department chair has two days to notify the EPS P&T of the appeal and provide the candidate’s response letter. Within seven working days, EPS P&T will reconsider the evaluation and may request additional information or clarification as needed. Committee members, by simple majority vote, will determine whether or not the evaluation letter should be revised and resubmitted to the department Chair.

Candidates appealing the department Chair’s evaluation should forward their response letter to the ACFPT as specified in the COE P&T Guidelines.

The faculty member may choose to follow the appeals process using the College of Education Faculty Grievance Procedures. The faculty member must initiate this appeals process within five working days of receipt of all the letters and comments.
ATTACHMENT: EPS P&T COMMITTEE EVALUATION FORM***

NAME OF THE CANDIDATE UNDER REVIEW: ______________________________

YOUR NAME AND FACULTY RANK: ______________________________

In accordance with the Guidelines for Promotion and Tenure Review in the College of Education, each category will be given one of the following ratings: MET or NOT MET.

1. Research, scholarship, and creative activities: __________________________
   Rating: __________________________
   Comments: __________________________

2. Teaching: __________________________
   Rating: __________________________
   Comments: __________________________

3. Service: __________________________
   Rating: __________________________
   Comments: __________________________

Recommendation for Tenure and/or Promotion (Please circle one): YES or NO

NOTE: You must return this form in a dated and sealed envelope with your signature across the flap to the mailbox of __________________________ by __________________________.

*** For candidates in their pre-tenure, third-year review; or candidates seeking tenure and/or promotion to Associate Professor or full Professor.