

**College of Forestry  
Promotion and Tenure Committee**

PURPOSE / FUNCTION

The candidate's dossier -- including the letters of evaluation and recommendation from the supervisor, the faculty committee, and the student or client representatives; together with the candidate's response to the departmental evaluation when one is added -- is forwarded for review at the College level.

The College review should:

- (a) ensure that each dossier has been carefully and properly prepared,
- (b) ensure that uniform or equivalent standards are applied to all faculty within the college, and
- (c) determine whether the letters of evaluation accurately assess the candidate's performance as documented in the dossier.

Care should be taken to ensure that there has been appropriate and adequate input by faculty throughout the College review process. A letter of evaluation from the College review committee is added to the dossier as it is forwarded for review at the University level.

COMPOSITION OF THE COMMITTEE

- One faculty member elected from each department and three at-large members elected by the College.
- Tenured, associate or full professors with at least 0.5 FTE in the College are eligible for election.
- There shall be at least one member of each eligible rank (associate and full professor) and one member with an off-campus appointment in Extension.
- No department shall have more than two concurrent representatives on the committee.
- College administrators (dean, assistant and associate deans, department heads) are not eligible to serve.

ELECTIONS

- In spring term, the Dean's Office will notify those departments whose committee representative's term will expire in the coming July to initiate the process to elect a successor.
- Any faculty member in a position that has a tenure and/or a promotion track appointment (i.e., instructors, faculty research assistants, and professorial rank faculty), on at least a 9-month contract, and with at least 0.5 FTE in the College are eligible to vote in their respective department elections and in elections for at-large members.
- The at-large election will follow the department elections. The current committee chairperson will oversee the election, with support from the Dean's Office. If the chairperson is eligible to be on the ballot, then another Committee member, selected by the Committee, will oversee the election process.
- Once the department and at-large elections are completed, the continuing and incoming committee members shall elect the chairperson for the next academic year.
- Faculty members are eligible to be elected to successive terms.

- When a vacancy occurs on the committee, an election shall be held to select a representative to complete the term. The election shall be conducted at the Department or College level in accordance with the seat that is vacated.

#### TERM

3 years. Terms begin on July 1. The terms of the first committee members shall be staggered, by lot such that 1/3 of the committee membership (2 or 3) expires each year.

#### REVIEW

Before the end of each academic year, the committee shall review the functions, procedures and composition of the College of Forestry Promotion and Tenure Committee and forward to the Forestry Executive Committee any recommendations for change.

#### PROCESS

1. Departments initiate documentation and review of materials through their respective committee processes, including preparation of a faculty committee letter and candidate rebuttal, if appropriate.
2. Department Head prepares independent letter of evaluation and recommendation. The completed and signed dossiers, in the form that they would be submitted to the Provost, are forwarded to College P&T Committee
3. College committee reviews dossier and determines if all items under PURPOSE/FUNCTION above can be certified. If so, Committee writes letter to the Dean for the dossier. If not, Committee writes a letter detailing concerns and sends to Department Head. This letter to the Department Head will also go forward to the Dean, as a record of the Committee's concerns and for purposes of transparency in the review process, but will not be retained in the dossier. The Department responds by modifying dossier or rebutting Committee comments. Committee considers any revisions in the dossier and departmental response and finalizes its letter to the Dean (for the dossier).
4. Dean conducts executive review with department head and candidate, utilizing all letters as the basis for recommendation to the Provost.