

College of Social Sciences and Humanities, September 2021

Guidance on the Composition of Department-Level or Program-Level Promotion Committees for NTT Faculty

These guidelines clarify the university-level rules for the composition of this promotion committee at the unit level. There should be three full-time faculty members on the committee. At least one is a tenured faculty member (i.e. Associate or Full Professor with tenure), and one is a non-tenure track faculty member above the candidate's rank. Everyone else on the committee should be a tenured faculty member or a non-tenure track faculty member at or above the rank of the candidate. If the department or program does not have a tenured faculty member or a non-tenured faculty member at a higher rank, it is not necessary to go outside of the department to fill these slots. In cases of multiple NTT faculty members coming up for promotion in the same department, one committee may handle all cases. There may be more than one departmental promotion committee, but composition of the committee should be of the same kind (i.e. tenured, non-tenured, and/or rank) across the committees. For joint appointments, one member of the committee has to come from the secondary department or program. Please note that the chair/director (or in interdisciplinary cases), the chairs/director make their reports before the committees issues its report.