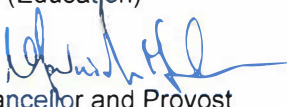


REVISED

MEMORANDUM

TO: University Reappointment, Promotion and Tenure Committee (URPTC)
Marguerite Moore (Wilson College of Textiles), **Committee Chair**
Carolyn Bird (Agriculture & Life Sciences), Past Chair of the Faculty
Marianne Bradford (Poole College of Management)
Chandra Cox (Design), Appointed by Provost and Chair of the Faculty
Elen Deming (Design)
Rudra Dutta (Engineering), Appointed by Provost and Chair of the Faculty
Loren Fisher (Agriculture & Life Sciences)
Mimi Kim (Humanities & Social Sciences)
Yu-Fai Leung (Natural Resources)
Helena Mitasova (Sciences)
Mehmet Ozturk (Engineering)
Simon Roe (Veterinary Medicine)
Eric Wiebe (Education)

FROM: Warwick A. Arden 
Executive Vice Chancellor and Provost

SUBJECT: 2019-2020 University Reappointment, Promotion and Tenure Committee Appointment and Charge

DATE: September 27, 2019

Thank you for your willingness to serve on the 2019-2020 University Reappointment, Promotion and Tenure Committee. This committee provides advice to the Provost for maintaining a reappointment, promotion and tenure process that is supportive of faculty excellence.

The committee is charged to review the RPT process, including the associated academic regulations (PRRs) and the RPT website, and submit a written report of the process review by May 1, 2020. In addition, the committee will be asked to review the following dossiers:

- Review all dossiers for faculty who received a negative decision from the Dean (probably a total of 2-5 per year). I ask that you prepare a written evaluation of these cases (without voting) and submit them to my office by February 21, 2020 in order to allow time for the candidate to submit a written response if desired. The focus of the written evaluation should be to note any procedural matters that the Provost should consider in fairly deciding the case.
- Upon my request, review selected dossiers and prepare a written evaluation of the process without voting. Selected dossiers will most often be those cases where substantial disagreement exists between one or more of the DVF, Department Head, College RPT Committee, or Dean. These evaluations will also be due by February 21, 2020.

- Review randomly selected dossiers from each college as follows: one randomly selected dossier each from the Colleges of Design, Education, Management, Natural Resources, Textiles and Veterinary Medicine (6 per year) and two randomly selected dossiers each from the Colleges of Agriculture and Life Sciences, Engineering, Humanities and Social Sciences, and Sciences; one will be for promotion to associate with tenure and one will be for promotion to professor (8 per year). No official written evaluation is produced for the randomly selected dossiers. The review is a mechanism for the committee to evaluate the overall RPT process.

This will result in an annual workload of between 14 and 20 dossiers per year, and will represent about 10-15% of the annual dossiers on which we take action.

As a reminder, it is not appropriate for a committee member to communicate with a faculty member going through the RPT process. Reviews of selected dossiers are to be kept in strict confidence. If you are contacted by a faculty member, please inform them that your charge does not allow you to comment on individual cases except confidentially to the Provost – and please notify my office of any such contact.

Amy Jinnette in my office will assist your committee, and will also be in touch with you soon to schedule the first committee meeting. A chair-elect should be elected prior to January 1, 2020.

I look forward to working with you. Thank you for your service in this capacity.

cc: W. Randolph Woodson, Chancellor
Mladen Vouk, Vice Chancellor for Research and Innovation
College Deans
Hans Kellner, Chair of the Faculty
Katharine Stewart, Vice Provost for Faculty Affairs