

**Guidelines for Appointment and Charge of the  
University Reappointment, Promotion and Tenure Committee (URPTC)  
Approved at 11/13/03 Deans Council  
Revision Approved at 12/6/12 Deans Council**

The more faculty members that have the opportunity to serve in this role, the better will be the understanding of the process. Also, more faculty will be available to mentor based on this experience.

**I. Membership Total - 13**

- A. 10 past Chairs of College RPT Committees, one each from Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Sciences, Textiles, Veterinary Medicine.
- B. 1 immediate past Chair of the Faculty
- C. 2 faculty appointed by Provost and Chair of the Faculty (these are appointed with the primary goal to insure the committee has diversity representation)

**II. Terms and Rotation**

- A. Term is 2 academic years, i.e. 2 RPT cycles
- B. Members limited to one term, but may cycle back on after an absence of two or more cycles.
- C. Annually replace 5 college reps and one of the two Provost and Chair of the Faculty appointees.

**III. Vacancies**

If a past Chair of a college committee is unable to serve, the Dean will select a replacement from previous members of their college committee.

**IV. Chair and Vice-Chair**

Elected by the committee, Vice-Chair must be from the new members so that Vice-Chair becomes Chair in second year of two-year term.

**V. Charge**

- A. To be evaluated and revised and/or reaffirmed annually by the Provost and Chair of the Faculty.
- B. Review the entire RPT process.
- C. Review the content and configuration of the RPT web site.
- D. Review the RPT academic regulations (PRR site).
- E. Submit a written report of the process review at the end of each cycle to the Provost and Chair of the Faculty.
- F. URPTC may bring potential process anomalies to the attention of the Provost prior to submission of the final report.
- G. Review all dossiers for faculty who received a negative decision for reappointment, promotion and/or tenure from the Dean and prepare a written evaluation of the process without voting. The focus of the written evaluation should be to note any procedural matters that the Provost should consider in fairly deciding the case.
- H. Upon request by the Provost, 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.

- I. Review randomly selected dossiers from each college as follows: one randomly selected dossier from the Colleges of Design, Education, Management, Natural Resources, Textiles, Veterinary Medicine and the Division of Academic and Student Affairs (7 per year) and two randomly selected dossiers from the Colleges of Agriculture and Life Sciences, Engineering, Humanities and Social Sciences, and Sciences; where one would be for award of tenure and one would be for promotion to professor on any track (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 process.