

**Guidelines for Appointment and Charge of the
University Reappointment, Promotion and Tenure Committee (URPTC)
Approved at 11/13/03 Deans' Council
Revisions Approved at 12/6/12, 7/11/24 and 7/17/25 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. Full professors on any track may be members of the University Reappointment, Promotion and Tenure Committee.

I. Membership Total - 14

- A. 11 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, and University College*.
- B. 1 immediate past Chair of the Faculty
- C. 2 faculty appointed by Provost and Chair of the Faculty

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 or 6 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. * The Senior Associate Dean of University College (UC) chairs the UC promotion committee; therefore, a full professor in UC who has served on the college promotion committee will be asked to serve on the university level committee instead.

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 University College (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.