VCUarts Promotion and Tenure Review
Advice for the SOTA PROMOTION AND TENURE COMMITTEE

A. Sequence of Activities for SOTA Promotion and Tenure Committee

The Promotion and Tenure Committee should always:

1. Maintain complete confidentiality concerning committee business.

2. Follow all department, school, and university faculty promotion and tenure policies and procedures. *This is an advice document that corresponds to but does not stand in place of promotion & tenure policies.*

3. Keep minutes of each committee meeting.

During the Fall semester, the committee:

1. Distributes a list of committee members' names, phone numbers, and email addresses to all committee members.

2. Schedules meeting dates and times for the review of candidate materials and committee business.

3. Confirms that the presentation and substance of candidates' materials, peer review committee reports, and department chair[1] recommendations conform to all relevant policies. Solicits clarifications or revisions if/when necessary.

4. Conducts a substantive review of each candidate's materials, each peer review committee report, and each department chair recommendation, verifying that there is evidence that corroborates any and all conclusions made about the candidate's performance.

5. Prepares a school committee report for each candidate.

6. Conducts vote for each candidate being reviewed, using secret ballots, for each area of review (Continuing Scholarship and Professional Development, Teaching, and Service) and "recommendation for or against awarding promotion and/or tenure.

7. Uploads all SOTA promotion and tenure committee reports and supporting documentation to candidates' Google Drive sites.

8. Makes note of any inconsistencies in department or school policies and procedures that are discovered while conducting school committee work.

9. Creates a coversheet for each candidate, working from a copy of the coversheet submitted by the department chair, which in turn was a copy of the coversheet created by the peer review committee. The SOTA coversheet includes tallies of all votes from each stage of the review process.

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[1] When department chairs or faculty members with interdisciplinary appointments are reviewed for promotion and/or tenure, the administrator who oversees their annual evaluations (typically an associate dean) performs the roll that would otherwise performed by a department chair.

During the Spring semester, the committee

1. Elects a chair to serve during the following academic year.

2. Elects a secretary to serve during the following academic year.

3. If applicable, prepares proposed amendments to promotion and tenure policies that address inconsistencies in department or school policies and procedures that are discovered while conducting school committee work.

B.   Membership, Roles, and Responsibilities of the School of the Arts Promotion and Tenure Committee

1. Membership
THE SOTA Committee membership consists of one tenured faculty member from each department. Each member serves a three-year term and must cycle off the committee for at least one year before serving a subsequent term.

2. Committee Chair
The committee elects a chair, who serves for one year and may serve successive terms. The committee chair determines the committee schedule, reiterates privacy and confidentiality requirements, runs each meeting, assigns subcommittees, and serves as the primary liaison between the committee, peer review committees, department chairs, and associate dean for faculty affairs.

3. Committee Secretary
The committee elects a secretary, who serves for one year and may serve successive terms. The secretary records minutes for each committee meeting and distributes them to all committee members in advance of the next meeting. The minutes include the time and place of each meeting, an attendance record by name, an approval statement of the previous meeting minutes, a narrative of the proceedings, the date, time and place for the next meeting, and the secretary's name and signature.

4. Sub-committees
A sub-committee is assigned to each candidate under review. Individuals who have served on a candidate's peer review committee may not also serve on the school sub-committee that reviews that candidate.

The sub-committee reviews and evaluates the candidate's record and performance from the time of initial appointment at VCU or from the date of the last promotion at VCU, as appropriate.

The sub-committee reviews the candidate's materials, the peer review committee's report, and the department chair's recommendation, verifying that there is evidence that corroborates any and all conclusions made about the candidate's performance. The sub-committee then presents a report to the full school committee, noting any inconsistencies or conflicts in reports, voting, ratings and recommendations. The sub-committee subsequently prepares a written report for approval by the full committee.

C.   <u>School Committee Report</u>

The school committee reports, prepared by sub-committees for each candidate, are independent of and avoid redundancy with peer review committee reports and department chair recommendations.

Each report:

1. Evaluates the candidate based on the Faculty Promotion and Tenure Policies and Procedures of the applicable department.

2. Reflects discussions among school committee members.

3. Notes the strengths and weaknesses of the candidate's professional performance in the areas of Continuing Scholarship and Professional Growth, Teaching, and Service.

4. Notes all discrepancies between the peer review committee report, the department chair's report and the findings of the SOTA P&T Committee.

5. Records the results of secret-ballot voting for each of the four areas as well as recommendation for or against awarding promotion and/or tenure.

6. Explains rationale for recommendations if votes don't result in a simple majority.

7. Records the outcome of the votes and the recommendations on the cover sheet that was initiated by the peer review committee and amended by the department chair.

8. Is signed by the school committee chair and the sub-committee members.

9. Is accompanied by a completed cover sheet.

D.   <u>Report Naming Convention</u>

All reports to be submitted in both .docx and .pdf formats.

The naming convention of each report should follow this structure:

- Candidate Last name _ External Evaluator # Letter (.doc or .pdf)
- Candidate Last name _ Peer Review Committee Report (.doc & .pdf)
- Candidate Last name _ Department Chair Letter (.doc & .pdf)
- Candidate Last name _ School of the Arts Committee Report (.doc & .pdf)
- Candidate Last name _ Dean Recommendation (.doc & .pdf)

E.   Screen Shot of Google Drive Site