The PTE Committee of the College of Arts, Humanities and Social Sciences

Both the department and College PTE committees are part of a process of peer review. Thus, faculty members holding administrative appointments are not eligible to serve. Administrative appointments include appointments as Vice President, Dean, Chair/Head of a department or Director of an academic unit, including those who hold vice, associate, assistant, or interim positions.

Representation on the PTE Committee is as follows: Humanities (English; History, Philosophy & Religious Studies; Modern Languages)—two members; Social Sciences (Communication; Criminal Justice & Political Science; and Sociology & Anthropology; Emergency Management)—two members; and Fine Arts (Music; Theatre Arts; Visual Arts)—two members. No more than one person from a department shall be on the committee at any time.

1. Eligibility Requirements
   a. Minimum rank of Associate Professor with tenure at the time of election.
   b. Three years of service to the University.
   c. Elected for a three-year term, members are not eligible for immediate re-election.
   d. Faculty members being considered for promotion may not serve during the academic year they are under consideration.

2. Duties
   a. The duties of the Promotion, Tenure and Evaluation Committee are outlined in subsequent sections of these guidelines (Periodic Reviews and Evaluation, Pre-sixth Year Non-renewals, Procedures for Promotion).
   b. In consultation with the Dean, the Committee develops and reviews the Promotion, Tenure and Evaluation guidelines of the College. Changes, other than simple editorial ones, require the approval of the faculty.
   c. The Committee and the Dean review and approve the Promotion, Tenure and Evaluation guidelines of each department to assure consistency with the College promotion, tenure, post-tenure, and evaluation criteria. The Committee or Dean may request a review of departmental guidelines. Both the College and departmental guidelines, and any subsequent changes, shall be reviewed and approved by the Provost/VPAA.
   d. The Committee shares with the dean the responsibility for the completion of the required written evaluations for faculty in departments having two or fewer full-time equivalent faculty members.
   e. The Committee recommends to the Provost/VPAA the members of the evaluation committees for the evaluation of academic deans and directors (Policy 327: 3.2.a).