

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).