

# 12.9 Teaching and Library Faculty Promotion Committee

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## 12.9.1 Function

The University Teaching and Library Faculty Promotion Committee shall be responsible for evaluating the qualifications of teaching and library faculty. Candidates for promotion and providing advice and recommendations thereon to the Provost. The University Committee reviews the promotion application to ensure that broadly understood institutional standards and uniformity of review are applied to all Candidates across the institution.

## 12.9.2 Membership

The Committee shall consist of seven full-time Teaching Professors and/or Librarians. Neither multiple members from the same academic department or University Honors and Scholars Programs (UHSP) nor Department Heads shall be permitted to serve on the committee.

## 12.9.3 Method of Operation

Annually, the Provost shall appoint the chairperson of the Teaching and Library Faculty Promotion Committee. A committee member who is a member of the same department or program as a promotion candidate under consideration shall be excluded from all participation in the discussion and voting of the committee with regard to that candidate. At least four members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

## 12.9.4 Method of Appointment

Teaching and Library Faculty Promotion Committee members shall be appointed by the Provost from a list of candidates provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee. If, on account of unavoidable absence from campus, illness, or recusal, a member becomes unavailable to serve and the committee finds that it has difficulty fulfilling the quorum requirement, the committee may request the Provost to appoint an alternate member to substitute for the unavailable member. The alternate member shall serve in the stead of the unavailable member for the duration of the period of unavailability.

## 12.9.5 Terms of Appointment

All Teaching and Library Faculty Promotion Committee members shall serve staggered three-year terms. A minimum of three years must elapse before a former member may be re-appointed to the committee.