

## Promotion and Tenure Committee

### *Bylaw 3.2;*

*“There shall be a Promotion and Tenure Committee (PTC) appointed by the Chair in consultation with the FAC, whose sole responsibilities are to assemble and evaluate dossiers on candidates for reappointment/promotion/tenure and to make preliminary recommendations to the Senior Faculty, the FAC and the Chair.”*

#### **3.2.1 Guidelines:**

The Promotion and Tenure Committee shall be a standing committee of three full professors of the Mathematics Department. Each member of the committee shall serve for three years. Each year a new member will be appointed to replace the member who has served his or her term. No member shall serve two consecutive terms. Any member who leaves the committee must wait at least one term before being considered for reappointment. Generally each member shall serve as chairman of the committee in the third year of his or her term. In case some member does not serve a full term the “most senior” member of the committee shall serve as chairman.

#### **3.2.2 Annual Duties:**

1. To evaluate the research, teaching, and service efforts of each Assistant and Associate Professor in the Department.
2. To nominate faculty for tenure or promotion consideration, when appropriate.
3. To present to the Associate and Full Professors of the Department a summary of the committee’s deliberations and conclusions concerning its recommendation for each Assistant Professor.
4. To present to the Full Professors of the Department a summary of the committee’s deliberations and conclusions concerning its recommendation for each Associate Professor.
5. To assist the chairman of the committee in preparing a written report summarizing the committee’s conclusions which he or she will present to the chairman of the Mathematics Department.
6. To honor the request of each tenured Assistant or Associate Professor who requests not to be evaluated by the committee in a particular year.

#### **3.2.3 Information made available each year by the department chair for consideration by the Committee**

1. All available activity reports of each Assistant Professor and each Associate Professor for the preceding three years.
2. A current resume of each Assistant Professor and each Associate Professor.
3. The departmental guidelines for promotion or tenure.