

Guidelines for Promotion, Retention, and Tenure Committees, Department Chairs, & Deans

[Guidelines for PRT Committees 2023-2024.pdf](#)

Below are the Guidelines for Promotion, Retention, and Tenure Committees, Department Chairs, & Deans

1. The UPRTC strongly recommends that no person who is requesting promotion or tenure should serve on the college or university PRT committees, and where possible, should not serve on departmental PRT committees.
 2. Affirmative or negative recommendations by PRT committees, department chairs, and deans must be supported with explicit written analyses of strengths and weaknesses. Recommendations should address the quality of teaching, research, and service based on departmental and college PRT criteria. Departmental committees and chairs have a responsibility to evaluate all information submitted by candidates.
 3. Except in unusual circumstances, the minimum time-in-rank between Assistant and Associate Professor is three years, and between Associate and Full Professor is five years. (See Faculty Handbook, Section III.B.3.)
 4. Candidates applying for tenure and/or promotion must submit their application as a single electronic copy to the chair of their department PRT committee. Chairs should ensure the applicant has completed the top portion of the Summary of Recommendations form. Department PRT chairs should distribute the application to committee members.
 5. After the department PRT committee vote, chairs must submit the application with signatures and vote records on the Summary of Recommendations form. The electronic application must proceed to each successive level (chairs, college PRT committees, deans, and the UPRTC) with signatures and vote records included.
 6. Candidates may correct errors (such as relocating material or fixing grammar) in consultation with their department PRT committees until the application leaves the department for the next level of review. After that point, the application is fixed and materials may not be changed, added, or removed for the remainder of the process.
 7. In evaluating teaching, PRT committees should consider materials beyond student evaluations.
 8. Letters of recommendation from college and departmental committees should include the names of committee members.
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