



**College of Social and Behavioral Sciences
Office of the Dean, PO Box 15700 Flagstaff, AZ 86011 (928-523-2672)**

COLLEGE PROMOTION & TENURE REVIEW COMMITTEE RESPONSIBILITIES

The SBS Promotion and Tenure Review Committee (hereinafter referred to as the SBS P&T Committee or Committee) includes a full-time, tenured faculty member from each academic unit in the College. The members are elected by the faculty in their unit and serve three-year staggered terms. The SBS P&T Committee is convened by the Dean and given its charge for the year. Subsequently, the Committee elects a chair and sets its own meeting times, and this information is reported to the Dean's Office.

The Committee represents the faculty's interests in the development and implementation of the SBS promotion and tenure criteria and is responsible for reviewing the document that contains these criteria. In this review, Committee members represent their units, and their positions reflect the interests of their units rather than personal viewpoints. Proposals for revisions to the existing SBS criteria that are supported by a majority of the faculty in a unit may be submitted to the SBS P&T Committee by the unit's representative to the Committee. These proposals must be in writing. The Committee will establish procedures for consideration of proposals for revision, and members are expected to consult with the faculty in their unit on proposals considered by the Committee. If a proposal is supported by the Committee, it is sent to the Dean.

The SBS P&T Committee is responsible for the review of tenure eligible, tenured, and non-tenure eligible faculty seeking promotion and/or tenure. In fulfilling these responsibilities, the Committee has a two-fold charge:

- (1) Assess the process followed to date to ensure that it is in accordance with the NAU "Conditions of Faculty Service" (CoFS). If the procedure has been followed satisfactorily, the Committee moves to the second charge. If the appropriate procedure has not been followed, the Committee returns the materials to the unit chair or director with written instructions for a re-review (CoFS, 2007, Section 1.4.6.2.3.c.)
- (2) Apply the criteria found in the document, "SBS: Promotion and Tenure Criteria," to the materials submitted by the tenure eligible, tenured, and non-tenure eligible faculty who are seeking promotion and/or tenure. The materials are found in the Professional Review File of the faculty applicants. If the college unit requires external letters of recommendation (and this requirement is in their unit promotion and tenure document) and the College policy on the soliciting of these letters has been followed, external letters of recommendation are also considered in the SBS P&T Committee's review. The SBS P&T Committee makes the decision to either recommend the faculty for promotion or not recommend the faculty for promotion, and this recommendation is submitted in writing to the Dean on the date specified in the University's Personnel Action Calendar with a narrative that justifies the recommendation and demonstrates how the faculty member met the criteria for promotion and/or tenure found in the College document.