

Operating Paper
Promotion and Tenure Committee

SOUTHERN ILLINOIS UNIVERSITY
SCHOOL OF MEDICINE

PREAMBLE

The processes and procedures whereby faculty members are appointed, promoted, and awarded tenure are foundational to all scholarly institutions. At the Southern Illinois University School of Medicine (SIUSM), the mechanism by which the faculty as a whole provides its input into these processes and procedures is through the work of the SIUSM Promotion and Tenure Committee. This Committee stands, therefore, as the means by which the faculty interprets and applies the standards for Teaching, Research and Service, as delineated in the document entitled “Southern Illinois University School of Medicine Guidelines on Faculty Appointments, Promotion and Tenure.”

BYLAWS OF THE COMMITTEE

ARTICLE I: Name and Purpose

Section 1. The committee shall be named the Promotion and Tenure Committee and will be referred to hereinafter as "the Committee."

Section 2. The Committee's role is organized to advise the Dean and Provost of the School of Medicine on matters concerning the tenure and promotion of faculty members at the SIUSM. In addition, the Committee may be called upon to review credentials of candidates for faculty positions prior to appointment, consistent with the SIUSM *Guidelines on Faculty Appointment, Promotion and Tenure* (herein known as the School's P&T Guidelines document.)¹

Section 3. Policies, procedures and standards with regard to tenure and promotion are specified at the SIU system, campus, school or college, and departmental levels. The operation of the Committee is primarily determined by the SIUSM P&T Guidelines document. School guidelines, however, must at all points comply with SIUC campus and SIU system policies, specified in, the SIUC Tenure Policies and Procedures² and the SIUC Promotion Policies and Procedures³.

ARTICLE II: Membership

Section 1. Members of the Committee are appointed at the sole discretion of the Dean and Provost upon consideration of recommendations made by the Faculty Council Committee on Committees. In selecting new members, an effort will be made to maintain a balance between clinical and basic science representation. The Committee shall have minimums of eight tenured professors, two tenured associate professors and two professors with non-tenure status. Tenured professors and tenured associate professors will vote on tenure decisions. Tenured professors and non-tenured professors will vote on decisions for promotion to professor. All committee members will vote on all other considerations. All members may participate in all discussions leading to votes.

Section 2. The term of a voting member shall be three years with renewal possible by approval of and at the sole discretion of the Dean and Provost.

Section 3. All members shall sign an agreement of confidentiality before participating in the work of the Committee.

ARTICLE III: Officers and Organization

Section 1. The Committee shall be directed by a Chair, who shall be a tenured professor. There shall also be a Vice Chair, who shall be a tenured professor. The Vice Chair will preside over

¹ www.siumed.edu/hop/policies/promotion-tenure-guidelines-2018.html

meetings in the absence of the Chair.

Section 2. The terms of the Chair and Vice-Chair shall be one year. The Dean and Provost, in consultation with the Faculty Council Committee on Committees, will annually appoint the Chair. The Chair must have served at least one year on the Committee prior to appointment as Chair. The Vice Chair will be selected annually from among the committee members who are tenured professors by a simple majority vote of the all members at the first scheduled meeting of the year. Individuals are not limited in the number of terms as Chair or Vice Chair that they may serve.

ARTICLE IV: Meetings

Section 1. The Committee shall meet annually to review and formulate recommendations for each of the tenure dossiers and promotion dossiers. . The Chair holds the power to convene additional meetings if necessary.

Section 2. Seven tenured members, including the Chair, shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

Section 3. The meetings of the Committee are closed to non-members. There are no alternate members and there is no mechanism for participation by proxy.

Section 4. Members shall recuse themselves from consideration of cases for which they have a conflict of interest. The recused member shall remain outside the room while the case is discussed and voted upon. A member of the Committee may challenge the right of any other member to vote on a particular case if the challenging member believes that the member challenged has an actual or a potential conflict of interest in this case. In such situations, a vote of the Committee's remaining, non-challenged members will be taken to require recusal in this case; a majority vote is required to require recusal of the member.

Section 5. For each candidate, consensus ratings will be developed in the categories of education and teaching ("Teaching"); research and creative activity ("Research"); and service and professional contributions ("Service"), in that specified order. In each area, the appropriate voting members of the Committee (defined in Article II Section 1) shall rate the candidate's performance as "outstanding," "effective," or "not effective" based upon the criteria provided in the School's P&T Guidelines document. If the candidate's average commitment since appointment or last promotion is less than 10%, that area will not be evaluated by the Committee. For the purposes of evaluation, commitment listed under Administration (e.g., management, university, school and departmental committee service) and Professional Service (e.g., clinical services, study section service, reviewing for professional journals) will be combined to give a composite level of effort in the area of Service.

Section 6. Prior to the evaluation of each case for promotion, the Chair will specify the criteria upon which it is to be evaluated based upon the specifications listed in the School's P&T Guidelines document. Consensus ratings will then be developed in each pertinent area employing the following method: [1] if more than half of the qualified voting members express a rating of "outstanding" in that area, a consensus of "outstanding" is attained; [2] if not, then if more than half of the produced ratings are either "effective" or "outstanding," a consensus of

“effective” is achieved; [3] finally, if the candidate’s performance is considered by a majority of the members to be “not effective,” this is recorded as the consensus. After this has been done in each of the pertinent areas of performance, the final tallies in each of the areas will be recorded. The process will be concluded with a confirmatory vote of “yea” or “nay” in which a simple majority (half the present members plus one) is required to obtain a positive recommendation for promotion.

Section 7. Decisions on tenure are accomplished by a simple vote of “yea” or “nay” of the tenured Committee members. A quorum must be present for all votes. A simple majority vote in favor of the tenure recommendation is required for passage; tie votes result in rejection of the motion.

Section 8. When a candidate is being considered for both promotion and tenure, the decision on promotion must occur prior to the decision on tenure. The decisions for promotion and for tenure will be considered in separate motions.

Section 9. For all promotion votes and for all tenure votes, each of the qualified voting members present, including the Chair, must vote with no abstentions allowed.

Section 10. Material distributed at the meetings and discussions therein will be treated as confidential by the members of the Committee.

Section 11. Official minutes of each meeting will be prepared. These will be placed on file in the Dean and Provost’s office.

ARTICLE V: Functions and Duties

Section 1. The department chair is responsible for the content of the dossier and shall submit the candidate’s dossiers to the office of the Dean and Provost on a schedule established by that office. The decisions of the departmental Promotion and Tenure Committee and of the Chair will be reported in the Chair’s letter included in the dossier. The completed dossiers will be delivered by the office of the Dean and Provost to the Committee for the purpose of review and evaluation.

Section 2. The Committee will only consider materials provided in the candidate’s dossier at the time of submission. The Committee may, at its discretion, however, request copies of the departmental P&T guidelines, the solicitation letters, or other information needed to adequately evaluate the case.

Section 4. In addition to the annual review of promotion dossiers, the Committee may be called upon to perform reviews on an ad hoc basis of newly-recruited faculty, consistent with the School’s P&T Guidelines. Such reviews may or may not require a formal meeting.

ARTICLE VI: Amending the By-Laws

Section 1. Recommendations for amendments or alterations to the Operating Paper shall be presented at either regular or special meetings of the Committee. Approval requires a simple

majority of the voting membership. The Chair and/or presiding Vice Chair shall vote on operating paper amendments. Final approval of any amendments to the operating paper is given by the Dean and Provost.

Approved by the Tenure and Promotion Committee and the Dean and Provost on February 2, 2012.

Revised and voted upon by the Tenure and Promotion Committee on March 11, 2013 and October 30, 2013.

Approved by the Dean and Provost on December 4, 2013.

Approved by the Dean and Provost on December 5, 2014.

Approved by the Promotion and Tenure Committee and the Dean and Provost on March 29, 2018.