

COTA College Promotion, Tenure, and Post-Tenure Review Committee

- 1) The College Promotion, Tenure, and Post-Tenure (PTP) Review Committee meets as needed to assess colleagues for tenure, promotion, and post-tenure work.
- 2) The committee meets to consider any changes in faculty expectations being considered.
- 3) Membership and Election of Chair:
 - a) Each unit in the College of the Arts shall elect two tenured Associate or Full Professors.
 - b) Units with two members shall elect individuals for staggered two-year terms.
 - c) The tenured and tenure-track faculty of each unit elect colleagues from its Associate and Full Professors to the college committee. These elections shall be completed prior to the fall break in November each year.
 - d) If a department does not have adequate tenured faculty members who are eligible to serve, it will elect tenured Associate or Full Professors from outside the department.
 - e) Faculty members can participate in only one stage of a review process. If one is on the unit's PTP Committee, then one cannot serve on the COTA PTP Review Committee, as well as the reverse.
 - f) Faculty members whose documents are under review by the COTA PTP Review Committee must withdraw from participation in the review process of their work.
 - g) If members must withdraw permanently from the COTA PTP committee, they must notify the unit immediately. Then the unit must elect a replacement immediately.
 - h) The chair of the COTA PTP Review Committee must be an elected representative who has served on the council the previous year (or has prior experience on the committee), selected by a two-thirds vote of the members of the COTA PTP Review Committee. The term of the chair will be one year, renewable by vote. Duties of the chair include calling meetings, preparation/publication of agendas and dissemination of minutes and ensuring that recommendation and review letters are disseminated to the appropriate individuals. The election of the Chair shall take place no later than the Friday following Spring Break. This election may be conducted in person or electronically.
- 4) Meetings and Responsibilities. The COTA PTP Review Committee:
 - a) Meets as needed in accordance with University timelines and circumstances as outlined in the official *Faculty Handbook* and according to specific dates, which are disseminated each fall by Academic Affairs, with the majority of the meetings being held in the fall semester.
 - b) Evaluates all post-tenure review portfolios in the College of the Arts.
 - c) Evaluates promotion and tenure files from the departmental level when there is a disagreement within prior levels of review at the department and chairs/directors level.
 - d) Reviewers' deliberations shall be based on whether or not the candidate has satisfied the University and departmental guidelines for promotion and tenure. Committee members will review evidence presented in the candidate's portfolio as well as the reviewers' first-hand observations of the candidate's professional performance.

- e) Writes a letter that in:
 - i) Tenure and Promotion cases includes the recommendation for tenure and/or promotion and articulates the strengths and weaknesses that contributed to the decision.
 - ii) Post-Tenure Review cases articulates whether the candidate is meeting or not meeting expectations and articulates the strengths and/or weaknesses that contributed to that decision.

Copies of the letter are placed in the candidate's portfolio, sent to the candidate, and to those in the appropriate levels of review (see Academic Affairs/Resources: <http://kennesaw.edu/facultyaffairs/resources.html>).

5) Voting and Confidentiality

- a) Votes of review committees are by secret ballot.
- b) All deliberations and decisions of reviews are confidential and may not be discussed with the candidates or with others outside the review committee's membership.
- c) The vote tally for and against recommending promotion and/or tenure will be recorded on the coversheet (but not names of individuals casting those votes). The committee chair must sign the letter and the Portfolio Summary Sheet.
- d) Individual committee members can submit a dissenting letter if they so desire.
- e) All reviewers should remember that e-mail is not a confidential medium; therefore, committee minutes, notes, drafts of review letters, or final letters may not be circulated by e-mail. Sharing documents via "files.kennesaw.edu" is permissible.

6) Bylaw Revisions

- a) These bylaws may be amended by a simple majority vote of the PTP Committee members.