



Guidelines for PRT Committees, Department Chairs, and Deans

1. The UPRTC strongly recommends that no person who is requesting promotion/tenure should serve on the college or university level PRT committees, and where possible should not serve on departmental level PRT committees.
2. Affirmative or negative recommendations by PRT committees, department chairs, and deans must be substantiated with explicit, written analyses of strengths and weaknesses. The recommendations should address the quality of teaching, quality of research, and quality of service in terms of the written criteria of the departmental and college PRT committees. Departmental committees and chairs have a particular responsibility to evaluate all information submitted by candidates to support applications.
3. Except in unusual circumstances, the minimum time-in-rank between assistant and associate professor is three years, and the minimum time-in-rank between associate and full professor is five years. (*See Faculty Handbook, section III.B.3. Promotion, Retention, and Tenure Operational Procedures*)
4. Candidates applying for tenure and/or promotion must submit their application as a single electronic copy transmitted to the chair of their department PRT committee. Chairs should ensure that the applicant has completed the top portion of the Summary of Recommendations included at the front of the application form. Department PRT chairs should distribute the application to department PRT committee members.
5. Following the department PRT committee vote, chairs will submit the application with appropriate signatures and record of votes on the Summary of Recommendations form. The electronic application must proceed to each successive level (chairs, college PRT committees, deans, and the UPRTC) with the appropriate signatures and record of votes on the Summary of Recommendations form.
6. In consultation with their department PRT committees, candidates may change their application to correct errors (such as moving material under the correct section, correcting grammatical errors, etc.) up to and until the application leaves the department for consideration at the next level of review. From thence, the application is fixed and materials may not be changed, added or removed for the remainder of the promotion, retention, and tenure process.



7. In evaluating teaching, PRT Committees should consider material in addition to student evaluation.
8. Letters of recommendation from College and Departmental Committees should bear the names of committee members.