

**FACULTY MEETING
APRIL 3, 2020**

MOTION

Motion: to revise the function of the Promotions Committee (PC) following a recent policy change that couples tenure with promotion to Associate Professor, to clarify *FHB* language around the Appointments and Tenure Committee (ATC) and PC membership, and align language for PC membership with the language employed for ATC membership.

Rationale: This will update language around the function of PC and create clarity around who is eligible to serve as PC or ATC member.

Current Language: Part Two, II.2.b, p. 211

APPOINTMENTS AND TENURE COMMITTEE (ATC) — Elected

Function: To represent the Faculty on administrative appointments and reviews and on faculty appointments, promotions related to the tenure process, and tenure, and to make recommendations on these matters to the appropriate administrative officer. The Administration shall consult ATC to determine which administrative personnel decisions the committee judges to require faculty representation. Special meetings with the President, the Dean of the Faculty/Vice President for Academic Affairs, and the Associate Dean of the Faculty (faculty affairs) may be called at the request of any of these administrative officers or the committee. At least one meeting of the joint trustee-faculty committee is held during each academic year. Revisions to some parts of Part One (Faculty Rights and Responsibilities) of the Faculty Handbook are reviewed by ATC for its recommendations prior to a faculty vote.

Membership: Seven faculty members with tenure, at least one each from the different divisions and no two from the same department, chosen from the ranks of Professor and Associate Professor, none of whom is on the Tenure Review Board, CAFR, PC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

Members of ATC may not participate in the tenure cases of candidates in their own departments/programs and a substitution will be made by the remainder of the committee. In exceptional cases of conflict of interest, ATC may substitute one or more members for a specific case.

PROMOTIONS COMMITTEE (PC) — Elected

Function: To represent the Faculty on promotion cases to Professor ~~and pre-tenure promotion to Associate Professor~~. [deletion reflects new motion approved by faculty in Dec. 6, 2019 faculty meeting]

Membership: Five faculty members with tenure, at least one of whom must come from each of the four divisions, none of whom is on the Tenure Review Board, CAFR, ATC, or FAB, elected to serve three-year terms. Members of PC may not participate in the promotion cases of candidates in their own departments and a substitution will be made by the remainder of the committee. In other exceptional cases of conflict of interest, PC may substitute one or more members for a specific case.

Proposed Changes to the Faculty Handbook:

Change: Part Two, II.2.c, p. 211 (additional language in blue):

APPOINTMENTS AND TENURE COMMITTEE (ATC) — Elected

Members of ATC may not participate in the promotion cases of candidates in their own departments and a substitution will be made by the remainder of the committee. In other exceptional cases of conflict of interest, ATC may substitute one or more members for a specific case. **Former ATC, PC, and CAPT members may serve as substitutes during the two-year period following a full three-year term. Substitutes may serve concurrently on cases for ATC and PC but may not be current members of the Tenure Review Board, CAFR, or FAB.**

Change: Part Two, II.2.c, p. 211 (additional language in blue to align PC membership language with ATC):

PROMOTIONS COMMITTEE (PC) — Elected

Function: To represent the Faculty on promotion cases to Professor ~~and pre-tenure promotion to Associate Professor~~.

Membership: Five faculty members with tenure, at least one **each from the different divisions and no two from the same department, chosen from the ranks of Professor and Associate Professor**, none of whom is on the Tenure Review Board, CAFR, ATC, or FAB, elected to serve three-year terms.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an unexpired term or serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

Members of PC may not participate in the promotion cases of candidates in their own departments and a substitution will be made by the remainder of the committee. In other exceptional cases of conflict of interest, PC may substitute one or more members for a specific case. **Former PC, ATC, and CAPT members may serve as substitutes during the two-year period following a full three-year**

term. Substitutes may serve concurrently on cases for PC and ATC but may not be current members of the Tenure Review Board, CAFR, or FAB.