

University Committee on Academic Rank and Tenure (UCART) Standard Operating Procedures

Approved by the Provost: October 30, 2023

General Principles

The procedures below supplement the general procedures described in the *Faculty Manual*. The *Faculty Manual* takes precedence if these procedures are in conflict with the current *Manual*.

All UCART representatives and the UCART chairperson should strive for objectivity when considering the merits of a dossier.

When presenting a dossier, each UCART representative strives for objectivity.

All dossiers are reviewed by UCART representatives and the UCART chairperson. Dossiers that are not approved for the consent agenda are presented to UCART by the UCART representative from the home college/school. The UCART representative from the home college/school, and all UCART representatives who are present and not recused, make a recommendation for or against promotion, promotion with tenure, or tenure only.

Votes are based on the merits of a dossier relative to the standards, relative weightings, and interpretations described that are pertinent to each applicant. As needed, UCART may seek additional information to make an informed recommendation.

UCART discussions, votes, and recommendations related to dossier are confidential.

rank and tenure committee. Mid-point reviews of tenure-track faculty and third-year reviews of non-tenure track faculty are also a source of guidance for the faculty candidate.

- c. Should the UCART representative provide guidance to a faculty member that goes beyond explaining UCART processes, the UCART representative should disclose the type of guidance provided at the UCART meeting. An example of such guidance includes, but is not limited to, reviewing some or all parts of the dossier (e.g., faculty statement, presentation of teaching materials).

Rationale: The UCART representative is in a unique position to help the unit faculty understand the process of dossier review at the UCART level. Providing information regarding the process adds transparency to one aspect of the promotion and tenure review. In some units, the UCART representative may be the person most able to provide guidance to a faculty member. Informing UCART of such guidance at the UCART meeting adds transparency to the process.

3. Responsibilities Preparing for a UCART Meeting

- a. All UCART representatives and the UCART chairperson familiarize themselves with all dossiers scheduled to be reviewed.
- b. All UCART representatives and the UCART chairperson review the meeting agenda and note any errors or omissions.
 - i. Errors or omissions in the meeting agenda should be communicated to the UCART chairperson who will notify the UCART secretary.
- c. All UCART representatives and the UCART chairperson review the summary of the previous UCART meeting and note any errors or omissions.
 - i. Errors or omissions in the meeting summary of the previous UCART meeting should be communicated to the UCART chairperson who will notify the UCART secretary.

Rationale: All UCART representatives and the UCART chairperson are expected to vote for or against requests for promotion, promotion with tenure, or tenure only (see exceptions related to recusal). The UCART chairperson provides a vote in the event of a tie vote. Review of materials prior to a UCART meeting enables UCART representatives to ask relevant questions related to the dossiers and contribute to discussions of the dossiers. Likewise, when a dossier is eligible for the consent agenda, all UCART representatives are expected to vote for or against approving a dossier for the consent agenda. Review of materials prior to a UCART meeting enables UCART representatives

- c. standards and their interpretation and application. processes and
- d. The UCART representative should not indicate their vote during the presentation.
- e. The UCART representative answers questions from other UCART members.
- f. During discussion of a dossier, all UCART representatives, as well as the UCART chairperson, may voice their opinions regarding the merits of the dossier (see exception under *recusal*).
- g. Discussions of a dossier are not recorded by video or audio.
- i. The UCART chairperson may take notes during the discussion (see, Role of the UCART chairperson during a UCART meeting).

Rationale The UCART representative for each unit likely has and tenure processes and standards and how they

votes dossiers may have additional salience. Asking all UCART representatives to vote at the same time may limit undue salience.

UCART Chairperson Role

1. Preparing for a UCART Meeting

The UCART chairperson identifies dossiers eligible for the consent agenda and sends this list to the UCART representatives, ideally two days ahead of the meeting.

2. During a UCART Meeting

- a. The primary role of the UCART chairperson during a meeting is to facilitate discussion.
- b. The UCART chairperson records attendance.
- c. The UCART chairperson takes meeting notes that summarize the discussion. These notes are used, in conjunction with Representative Summaries, when writing the Provost Summary (section *UCART Recommendation and Rationale*). Meeting notes are deleted at the end of the spring semester.
- d. The UCART chairperson asks for approval of the summary meeting notes for the previous meeting. Corrections are noted and conveyed to the UCART secretary.
- e. The UCART chairperson asks UCART representatives to affirm that the dossiers eligible for the consent agenda are approved.
 - i. The vote total for dossiers approved for the consent agenda is recorded as the number of UCART representatives present voting for promotion, with any recusals noted.
- f. For dossiers not eligible or not approved for the consent agenda, the UCART chairperson records the vote totals, and the UCART recommendation. The UCART chairperson also states the vote totals and the UCART recommendation. A second UCART representative confirms the vote totals and the UCART recommendation.
 - i. The vote is recorded as the number voting for promotion, promotion with tenure, or tenure only, the number voting against recommending promotion, promotion with tenure, or tenure only, and the number of recusals.
 - ii. After the vote, the UCART chairperson offers all UCART representatives an opportunity to state their rationale for voting for or against recommending promotion, promotion with tenure, or tenure only.
 - iii. After the vote, the UCART chairperson verbally summarizes the discussion.
- g. When the UCART chairperson must be absent for a meeting or may have a conflict of interest with an applicant for promotion and/or tenure, a UCART representative who is in the second or third year of their first term or in any year of their second term assumes the duties of the UCART chairperson for that meeting/dossier discussion. The identification of a substitute chairperson is made by the UCART chairperson in consultation with the UCART secretary prior to the start of the spring semester.

Rationale The Provost requests a rationale for the UCART recommendation. When the UCART vote is split, or unanimous against recommending promotion, promotion with tenure, or tenure only, the UCART rationale is especially useful. Hence, UCART representatives are encouraged to share reasons for their vote.

3. After a UCART Meeting

- a. The UCART chairperson provides the UCART secretary with a written summary of the attendance, the vote totals, and UCART recommendations.

- b. The UCART chairperson and the applicable UCART representative work with the relevant unit and the UCART secretary when additional information is needed to resolve issues related to a tabled dossier.
- c. The UCART chairperson prepares a draft Provost Summary using the Representative Summary and meeting notes.
- d. The UCART chairperson notifies UCART representatives when draft Provost Summaries are ready for review and provides a deadline for review and comment.
 - i. Each UCART representative is expected to review draft Provost Summaries for their unit.
 - ii. All UCART representatives are encouraged to review all draft Provost Summaries.
 - iii. As needed, feedback from each UCART representative is incorporated into the Draft Provost Summaries.
- e. After the deadline for review, the UCART chairperson notifies the UCART secretary that the Provost Summaries are ready.

Review of New and Revised Evaluation Processes and Standards for Promotion and Tenure

1. New and revised evaluation processes and standards for promotion and tenure from units within the University, along with initial comments from the UCART secretary, are provided to UCART.
2. UCART representatives and the UCART chairperson provide recommendations for the new or revised evaluation processes and standards for promotion and tenure. The recommendations are not put up for a vote.
3. The UCART chairperson provides the UCART secretary with a summary of the recommendations for new or revised evaluation processes and standards, which are next submitted to the Provost for their review and approval.
4. Review of new or revised evaluation processes and standards for promotion and tenure normally occurs in the fall semester, and may be continued in the spring semester if UCART meeting time is available.

Revisions to the UCART Standard Operating Procedures

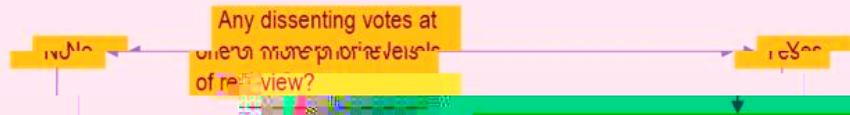
1. As needed, UCART may revise the UCART Standard Operating Procedures in consultation with the UCART secretary.
2. Revisions are subject to review by the Provost.

UCART Meetings

1. UCART meets on Tuesdays from 2:00pm to 4:00pm during the fall and spring semesters.
 - a. Fall Semester meetings may include, but are not limited to:
 - i. Review of new and revised evaluation processes and standards for promotion and tenure.
 - ii. Review of UCART Standard Operating Procedures
 - iii. Orientation meeting for all UCART representatives.
 - iv. Training of new UCART representatives, by the UCART secretary.
 - b. Spring Semester Meetings.
 - i. The dossiers of individuals seeking promotion, promotion with tenure, or tenure are reviewed only during spring semester meetings. UCART representatives should plan to meet weekly during the spring semester except for spring break and holidays.

- ii. Review of new and revised evaluation processes and standards for promotion and tenure may be continued.

The Consent Agenda Process



Traditional Review of Dossier

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