

## Tenure, Promotions, and Appointments Committee (TPAC)

### 1. Charge

- a. The Committee will review recommendations concerning (1) the renewal of appointments of Instructors, Assistant Professors and Senior Lecturers, (2) the promotion to the ranks of Senior Lecturer, Associate and full Professor, and (3) the awarding of tenure to untenured faculty members in light of each academic unit's written criteria for contract renewal, promotion, and tenure. The Committee will review recommendations of appointments to tenured positions or to the rank of Senior Lecturer. The Committee will transmit such recommendations to the Dean of the Faculty or the Dean of Medicine & Biological Sciences, as appropriate, as well as the Provost. After receiving recommendations from the Committee and the appropriate Dean, the Provost will submit his or her recommendation to the President and the Corporation for final action. This charge applies to all appointments and promotions noted above, except for non-tenurable positions within the School of Medicine, which are reviewed by the Committee on Medical Faculty Appointments.
- b. The Committee will review Departmental Statements of Criteria and Standards and will make recommendations to the Dean of the Faculty and/or the Dean of Medicine and Biological Sciences, when necessary, to bring them in line with generally accepted University practices.
- c. In reviewing recommendations for tenure, the Committee is guided by the following statements:

Candidates for tenure at Brown must show evidence of outstanding scholarship. They must also be highly effective teachers, and be positive contributors to faculty governance as well as to the intellectual life of their department, university, and profession. Demonstrated ability in teaching and service are necessary but not sufficient conditions for tenure.

Peer esteem, both within and outside the University, is a valuable indicator of scholarly ability and achievement. In all cases, it is important to consider the quality and not only the quantity of scholarly production.
- d. In its review the Committee shall give due weight to the statements and evidence gathered by the academic units sponsoring the recommendation, including all evidence submitted by the individual under review. The Committee may solicit additional evidence from within or without the sponsoring group. The Committee's review shall consist primarily of the evaluation of professional qualifications and shall consider whether proper procedures have been followed. The review shall also determine whether the decision was consistent with (1) the Corporation Statement on Non-discrimination, (2) the academic unit's written criteria for contract renewal, promotion, and tenure on file with the Dean of the Faculty, and (3) procedural regulations of the University.
- e. The Committee shall, in its advisory capacity, either accept or reject the recommendation of the department or make a recommendation of its own.
- f. Recommendations for appointments, reappointments, and promotion of faculty members other than specifically described above shall be reported to the Committee. The Committee may review any of these it feels requires such review. In all cases, when a review is requested, the Committee shall undertake such a review. A review may be requested by the candidate concerned, the Provost, the President, or the Chair of the academic unit.

- g. The Committee shall report on its deliberations annually to the Faculty and to the CFED.

## **2. Membership**

The Committee shall have as non-voting members the Dean of the Faculty, the Dean of the Graduate School, the Dean of Medicine & Biological Sciences and the Dean of the College. The voting members will be twelve tenured faculty members active in research and teaching, three each from the Humanities, Social Science, Physical Sciences, and Life Sciences. No more than one member of each academic division shall have the rank of associate professor. Associate professors will recuse themselves when cases involving candidates at their rank or higher come before the TPAC. The Vice Chair shall hold the position of full professor and be elected from among the elected faculty in their second year of service on the Committee and shall become Chair during his or her third year on the Committee. Committee members shall be representative of the diversity of the Faculty.

## **3. Method of Election**

- a. Each year a ballot will be prepared with two faculty members per vacant position. Candidates for each slate are to be chosen by the Committee on Nominations in consultation with the Provost after seeking nominations from the voting faculty. Candidates should be representative of the divisions of knowledge in the University and diversity in the Faculty. It is the sense of the Faculty that after seeking nominations from the Faculty and advice from the Provost, the Committee on Nominations will exercise its independent judgment in establishing the candidate slates for TPAC.
- b. Faculty members shall be elected to serve staggered three-year terms.
- c. Upon expiration of his or her term, a member shall not be eligible for reelection until one year has elapsed, except that persons elected for terms of one year or less may be candidates to succeed themselves.
- d. The nominee within each category receiving a plurality will be elected. In the event of a tie vote, a runoff election by electronic ballot will be held to determine the winner.
- e. Chairs of academic departments and divisions, as well as programs and centers authorized to make faculty appointments, are not eligible for membership on the Committee. Members of the Faculty elected to the Committee may not concurrently serve as members of the Academic Priorities Committee, Committee on Faculty Equity and Diversity, Faculty Executive Committee, or University Resources Committee.

## **4. Resignations**

### **a. Officers**

- i. Chair — If the Chair is unable to continue in office, he or she shall be replaced by the Vice Chair, who shall hold office for the unexpired term of the resigned Chair and for the year that he or she would in the normal course of events be Chair.
- ii. Vice Chair — To replace a Vice Chair who has taken the office of a resigned Chair or who has resigned, the Committee shall elect a replacement from among its members; the elected person shall hold the office of Vice Chair for the unexpired term of the Vice Chair being replaced, and that of Chair for the following year.

### **b. Non-Officers**

The Committee on Nominations shall make an interim appointment to replace any resigned non-officer member, subject to review by the Faculty at its next Faculty meeting. Such interim appointments shall last only until the next election.

## 5. Operation

- a. The Committee shall act only through the Chair of the Committee or, in his or her absence, the Vice Chair or his or her representative.
- b. Upon receipt of a recommendation, be it positive or negative, regarding the renewal of appointment, promotion, or the award of tenure, the Dean of the Faculty shall inform the faculty member concerned that such a recommendation is under review.
- c. Prior to the conclusion of its review, the Committee shall, upon request, permit the faculty member under review an opportunity to appear before the Committee and/or present materials he or she deems significant to this review.
- d. The Committee shall keep minutes and the outcome of every review shall be recorded with the names of the voters and their votes; the minutes will contain the reasons for the Committee's decision. These minutes shall be confidential.
- e. Members of the Committee, with the exception of the Dean of the Faculty and the Dean of Medicine & Biological Sciences, must recuse themselves from cases involving faculty members in an academic unit in which they hold an appointment.
- f. The Chair of the Committee shall present a summary report of the Committee's activities at the first meeting of the faculty each academic year.
- g. The committee shall establish its own procedures, consonant with its charge and the applicable rules of the Corporation and the Faculty, and make a written statement of these procedures available to every faculty member.
- h. If the Committee finds reason to question the recommendation of the academic unit, it may ask the academic unit to make further explanations. In such a case the Committee may ask the academic unit to reconsider its recommendation.
- i. At the conclusion of the Committee's discussion, a vote will be taken on whether the Committee accepts the recommendation before it. The record of the vote, the Committee's recommendation, and all other documents in the Committee's possession, shall be supplied to the Provost and to the Dean of the Faculty or the Dean of Medicine & Biological Sciences, as appropriate. The decision of the Committee shall also be conveyed to the department chair by the Chair of the Committee soon after that decision is reached, and the department chair shall promptly communicate this information to the candidate, though underscoring for the candidate that it is still not necessarily the University's final decision. In the event of a denial of the department's recommendation, the Chair of the Committee shall provide to the department chair in writing a statement of the rationale for its decision within three weeks of the date of its decision. The Dean will convey his or her recommendation to the Provost. The Provost, thereafter, shall declare his or her acceptance or rejection of the vote, and, in the case of rejection, provide the Committee with a written response. The Provost will recommend action for the approval of the President and Corporation, if such is called for by the decision.
- j. As soon as the Provost's decision is made, the Provost will notify the academic unit Chair or Director of that decision and of the reasons for it. This oral notification will be followed by a written confirmation of the decision and the reasons from the Dean of the Faculty to the academic unit Chair or Director. It is expected that the Chair or Director will notify the candidate informally as soon as possible.
- k. (i) If the departmental recommendation was for promotion and/or tenure and if, after review by the Committee, the Provost approved it, notice shall be given to the faculty member that, subject to the approval of the President and the Brown Corporation, the

promotion and/or tenure has been awarded. (ii). If the departmental recommendation was for promotion and/or tenure and if, after review by the Committee, the Provost's decision is negative, notice shall be given to the faculty member that the promotion has been denied and/or that tenure has not been awarded. Notice shall simultaneously be given to the Committee on Faculty Equity and Diversity which has responsibility for reviewing denials of promotion, tenure, and re-appointment for adherence to the Corporation Statement on Nondiscrimination and submit findings, in writing, to the TPAC and the Provost.

1. The President, or in the President's absence, his or her designee, shall grant to an academic unit Chair or Director, or a faculty member under review, if he or she is dissatisfied with the Committee's recommendation and/or the Provost's decision, an opportunity to discuss the recommendation with the President, or his or her designee, in person, or to present materials in writing.