

**Effective:** October 1997

**University Governance  
COMMITTEE on PROMOTION and TENURE**

**Approved:** October 1997

Revised: October 19, 2007, MU/APSCUF-MU Meet & Discuss  
October 24, 2005, State Meet and Discuss  
October 10, 2005, MU/APSCUF-MU Meet & Discuss

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The Committee on Promotion and Tenure is a contract committee, mandated by the CBA between the Pennsylvania State System of Higher Education and the Association of Pennsylvania State College and University Faculties (APSCUF).

**Membership**

The Committee on Promotion and Tenure consists of tenured faculty members as follows:

1. Nine faculty members, elected for two-year terms, two from each academic unit (Education, Humanities, Social Sciences, Science & Mathematics) and one from the non-school faculty. Five members, one from each academic unit and the non-school, are elected to serve terms beginning in even-numbered years and four members, one from each academic unit, are elected in odd-numbered years.
2. Five alternates, elected for a two-year term, to fill a vacancy which may arise prior to the expiration of a term. Three alternates are elected to serve terms beginning in odd-numbered years and two alternates are elected in even-numbered years.
3. No member may serve more than two consecutive terms.
4. No two members of the committee (including alternates) may be from the same academic department.
5. No committee member shall serve on his/her departmental promotion and tenure committee.
6. The chairperson is selected by the committee from its members for a one-year term.

The election of the committee is conducted in the spring of each year at the same time

and place as the annual APSCUF-MU election. The election is a separate election with all members of the bargaining unit eligible to vote.

The President of APSCUF-MU shall be charged with announcing the call for nominees. Nominations are made by submission of names to the President of APSCUF-MU. The President of APSCUF-MU lists the names and circulates the slate of nominees to all regular members of the bargaining unit at least one week before the election. Prior to the end of the spring semester and subsequent to the election of the committee members for the next academic year, the newly constituted committee is convened by the present chairperson for the purpose of electing a chairperson for the next year.

Election to the committee is by plurality vote. Should an ineligible member receive a plurality, that name is stricken and the eligible candidate with the next highest plurality is elected. The ballots are counted by the designees of the President of APSCUF-MU. The terms of office begin at the beginning of each academic year.

## **Functions**

### 1. Promotions

- a. The Committee on Promotion and Tenure is responsible for reviewing all applications for promotion in rank received from the various departments of the University.
- b. All applications must be accompanied by supporting documentation and by a recommendation from the applicant's appropriate departmental promotion committee, the department chairperson, and the Dean/Director.
- c. Applications are evaluated on the basis of information submitted to and/or requested by the committee, according to the criteria established in the Millersville University Promotion Statement and the CBA.
- d. The ranked list of recommended applicants together with committee statements for each applicant along with the list of applicants not being recommended and their committee statements are forwarded to the President of the University or his/her designee and to the President of APSCUF-MU.

### 2. Tenure

- a. The Committee on Promotion and Tenure is responsible for reviewing all recommendations for tenure received from the appropriate department tenure committees, department chairperson, or by an applicant under conditions found in the CBA.

- b. All recommendations to the committee must be accompanied by supporting documentation and by written evaluation consistent with the CBA.
- c. Each applicant for tenure shall have the right to request and make an appearance before the University-wide tenure committee to speak on his/her own behalf, before the committee submits its recommendations to the President or designee.
- d. The committee forwards its recommendations (positive and negative) to the President of the University or designee, with a copy to the President of APSCUF-MU.

### **Modifications**

Amendments to this committee must be introduced at a regular meeting of the APSCUF-MU Representative Council and approved by a majority vote, which may not occur at the same meeting at which the amendment is introduced.

Upon approval by the MU Representative Council, the proposed amendment must be distributed by the President of APSCUF-MU to the entire faculty. The proposed amendment shall be distributed not later than two weeks prior to the date of the announced meeting.

The President of APSCUF-MU shall convene a general meeting of the faculty for the purpose of acting on the proposed amendment. This meeting must occur within two month of the approval of the proposed amendment by the Representative Council. To be adopted, amendments require a majority of the votes cast.

Amendments adopted by the faculty are reported to Millersville University/APSCUF-MU Meet and Discuss for final determination and submission to State Meet & Discuss.