

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

Revision Approved by the Provost: September 16, 2024

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. Individual UCART representatives may use their professional judgment when criteria and/or weighting of criteria within a standard are not clear. As needed,

Faculty serving as substitutes during sabbaticals or other official leaves will serve only for that limited time.

Definitions

Consent Agenda: Eligible dossiers, in cases of 2 Tm0equ-3(es)-3(t)-2(efor -2(ef)5(pro-2(meoion-2(nd n-2(nd)-

- ii. When a dossier has one or more dissenting recommendations at prior levels of review, the UCART representative should, to the extent possible, explain the dissenting recommendations and any counters to the dissenting recommendation(s).
- c. processes and
standards and their interpretation and application.
- 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 are interpreted and applied at the unit level. Likewise, the UCART representative may have insight into the relative merits of a particular dossier. While insight into the relative merits of a particular dossier is useful to other UCART representatives, it is only one piece of information that UCART considers when voting.

The Voting Process

1. UCART representatives may not abstain from voting.
2. Recusal for cause from voting is allowed. The reason for the recusal is given and recorded but the identity of the recusant is not disclosed.
 - a. All UCART representatives should refrain from voting and writing colleague letters at prior levels of review. Should a UCART representative have already voted or written a colleague letter, they should recuse themselves from consideration of the related dossier.
 - b. Other reasons for recusal for cause include, but are not limited to: existence of a personal relationship between the UCART representative and faculty member seeking promotion, promotion with tenure, or tenure only; existence of a professional relationship between the UCART representative and faculty member, whereby the UCART representative would benefit from a recommendation for or against promotion, promotion with tenure, or tenure only.
 - i. When recused, the UCART representative should not engage in the discussion of the dossier or vote and must leave the meeting for the duration of the discussion. If the meeting is held remotely using Zoom or similar technology, the UCART representative should mute the mic and turn off their video. Alternatively, a breakout room may be used. If the recused UCART representative would typically present a dossier, the

7. UCART representatives who cannot attend a meeting do not provide written or verbal input and do not vote.
8. UCART can table a vote on a dossier when additional information is needed.

Rationale: UCART representatives and the UCART chairperson should seek to avoid actual conflict of interest as well as the appearance of conflict of interest.

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

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.

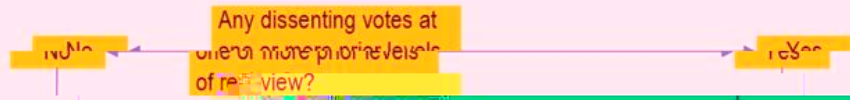
Revisions to the UCART Standard Operating Procedures

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.t Fall Semester meetings may include, but are not limited to:
 - i. Review of new and revised evaluation processes and standards for promotion and tenure

The Consent Agenda Process



Traditional Review of Dossier

HCAR

