

- (5) Honors, awards, and other special recognitions
 - b. Significant professional service
 - c. Documentation of teaching performance utilizing summaries of student evaluations
 - d. Any further documentation that clarifies achievements in other sections or includes other material supporting promotion or tenure
- 6.03 Faculty are expected to maintain the highest level of standards and integrity and therefore, proven instances of academic fraud or dishonesty by faculty with regard to submitted material within the portfolio may be grounds for denial of tenure and/or promotion

7. DEPARTMENT PROMOTION AND TENURE ADVISORY COMMITTEE (DPTAC)

- 7.01 The DPTAC shall be an advisory body composed ordinarily of all of the tenured faculty members appointed in the tenure unit. The dean shall appoint the chair for this committee.
- 7.02 If the DPTAC, when constituted in accordance with section 7.01, has three or fewer tenured members, then the department chair and either (a) the probationary faculty member or (b) the person to be considered for promotion shall submit to the dean a list of three names of tenured faculty members from other tenure units who are qualified to serve on the DPTAC. The nominations should be accompanied by documentation of the nominees' relevant qualifications. The dean shall appoint members from these lists until there are at least four members of the DPTAC. The dean shall also appoint the chair for this committee. If the need arises to replace a member of the DPTAC, the dean shall follow the same procedure.
- 7.03 With regard to the DPTAC formed as a result of 7.02, in the case of a probationary faculty member, the members of the DPTAC should be appointed to review the performance of the probationary faculty member every year beginning with the second year of employment and continuing until a final recommendation concerning tenure is made. In the case of promotions,

the members of the DPTAC should be appointed to review the performance of the faculty member every year beginning with the second year after the previous promotion and continuing until a final recommendation concerning promotion is made.

7.04 The full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion should be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. All votes by the committee shall be done by secret ballot. A separate record of the vote count for tenure and/or promotion from the DPTAC members shall be transmitted to the appropriate administrator and to the Standing Faculty Tenure Committee.

7.05 In addition to annual reviews, an extensive review shall be conducted during the spring semester of the faculty member's third academic year of probationary service by the DPTAC, as well as the department chair and dean. The review should include an indication of the degree of consensus of the DPTAC, in the form of a preview vote, regarding the probationer's progress toward tenure. The general result (whether the majority vote was favorable or not favorable) should be reported to the probationer by the department/school chair and dean. A written summary of the DPTAC's assessment and the department chair's review shall be kept in the probationer's tenure file.

8. REVIEW OF PROBATIONARY FACULTY

8.01 Formative review of faculty is an ongoing process. A faculty member in the first year of probationary service as an instructor, assistant professor, or nontenured associate professor is reviewed by the department chair based on the performance categories outlined above. If the progress of the faculty member toward meeting the required standards of performance is judged to be insufficient, the chair may notify the faculty member of his/her nonreappointment.

8.02 If the progress of the faculty member toward meeting the standards of performance required for eligibility for tenure and/or promotion to assistant or associate professor is judged to be inadequate the dean shall make a decision and, if a faculty member is not to be renewed, notify the faculty member in writing.