

**Promotion, Tenure and Contracts Committee**  
**End of Year Report**  
**2021-2022**

Date: April 9, 2022

Committee Membership:

Elizabeth Boling (chair), Valarie Akerson, Keith Barton, Bradley Levinson, Rebecca Martinez, Mary McMullen, Zoe Peterson, Hannah Schertz, David Shriberg

Meeting Dates:

September 21, September 23, October 12, October 14, October 19, October 21, October 28,  
November 2, November 9, November 11

Goals and Charges (please provide a bulleted list):

- Review materials for candidates for promotion and tenure
- Deliberate on cases for promotion and tenure
- Make written recommendations on cases for promotion and tenure

Actions and Outcomes (please provide a bulleted list):

We reviewed eleven regular cases:

- 2 for promotion to Associate Professor (with tenure)
- 6 for promotion to Professor
- 1 for promotion to Associate Research Scientist
- 2 for promotion to Senior zresearch Scientist

The committee used the following process for regular cases:

- 1<sup>st</sup> and 2<sup>nd</sup> reviewers assigned for each case
- Prior to discussion, *all* non-recused members review the case
- Case discussion held; the 1<sup>st</sup> and 2<sup>nd</sup> reviewers take notes
- 1<sup>st</sup> reviewer drafts the committee letter and makes it available to the 2<sup>nd</sup> reviewer for revision
- 1<sup>st</sup> and 2<sup>nd</sup> reviewers make the revised letter available to the committee
- Letter is discussed at a subsequent meeting by the whole committee
- Qualtrics ballot is circulated to non-recused members following this meeting
- Votes are tabulated in the EAD office and reported to the committee chair
- Final letters are revised by the 1<sup>st</sup> and 2<sup>nd</sup> reviewers
- Final letter is checked and posted, with the vote, to the candidate dossier by the committee chair

We also reviewed two expedited cases for hire at associate level with tenure. In the expedited case, all review the dossier and discuss at one meeting. Notes taken by the EAD at this meeting are incorporated subsequently into the Dean's letter.