

## **Pamplin Procedure for Selection and Operation of Departmental P&T Committees**

### **Procedure 485**

**Adopted: April 15, 2015**

**Last Revised: November 17, 2017**

Departments should follow these requirements in addition to those specified by the Virginia Tech *Faculty Handbook*.

### **Composition and selection**

1. Department P&T committees must include at least four members who will vote on each case<sup>1</sup>. The committee size should be consistent with guidelines in the *Faculty Handbook*. The department procedures may include guests at committee meetings as consistent with the *Faculty Handbook*.
2. Departments should use their own processes for selecting committee members. However, at least 50% of the committee members from the department must be elected by department faculty.
3. At least 50% of the committee must be full professors. At least one member must be an associate professor.
4. Departments must achieve a committee that is representative of the diversity of its faculty or the Dean's office may appoint additional members.
5. If the required composition is impossible, the department head will consult with faculty in the department and select an appropriate faculty member from another Pamplin department. The dean must approve of the committee member selected under this circumstance.

### **Operation**

1. The department head may convene the committee for its first meeting. The department head should assure that appropriate policies are followed and can answer questions from committee members to clarify the candidate's record. He or she should refrain from directing the committee to a particular outcome.
2. The committee will select its own chair.
3. A committee member with a spouse or family member under consideration is not eligible to vote and must recuse himself or herself from deliberations and voting. Committee members with extremely close personal relationships that would generally appear to represent a conflict of interest are also not eligible to vote and should also recuse themselves. Friendship, mentoring, joint research and other collaboration does not normally disqualify a committee member from deliberation and voting.

<sup>1</sup> In a year in which the department has no cases of review for promotion and/or tenure, the department may request approval from the Dean for a committee smaller than four.

4. All eligible members are required to vote. An eligible member who abstains from voting cannot continue to serve on the committee. All voting will be by secret ballot.
5. When conducting pre-tenure reviews in years 2 and 4, review letters will be sent to the Dean for evaluation before they are finalized and shared with the faculty member being reviewed.

**External Reviewers**

1. The committee chair will solicit external review letters.
2. At least six external review letters must be requested. At least four external review letters must be received.
3. The committee and the candidate should independently develop lists of recommended external reviewers. If the candidate chooses not to submit a list, this should be indicated in writing to the committee chair.
4. The goal of a balance between reviewers recommended by the candidate and by the committee remains. At least 50% of the letters received must be from the committee's list. Because some names may appear on both the committee's and candidate's lists, more than 50% of the letters could come from reviewers recommended by the candidate. However, the committee should insure that not all of the reviewers are recommended by the candidate.
5. External letters must be from respected scholars in the discipline. In most cases, they must be tenured faculty members at ranked research universities.

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