

Proposed Interim Amendment to
2008 Physics RPT and Cumulative Review Document

THE PERSONNEL AND CUMULATIVE REVIEW COMMITTEES

The Personnel Committee acts in an advisory capacity to the Department Head. The Personnel Committee will be elected by the faculty after advisement of the probable agenda for the forthcoming year and consist of no less than four tenured faculty. Whenever possible the committee will have at least one member from the academic ranks of Professor and Associate Professor, and will seek to include female and minority members. The Chair will usually be a full Professor and will change each year. No faculty member should serve for more than two consecutive years at a time when feasible. The members of the Personnel Committee can only cast votes on actions for which they are at or above the current level as the faculty member is seeking. Thus full professors can vote for all promotion and reappointment actions, and associate professors can vote for promotions to associate professor and reappointment actions. The Personnel Committee also serves as the Department Cumulative Review Committee.

Using these guidelines, the Department Head will nominate faculty members to serve the following academic year. The committee must be approved prior to service by a majority of the voting tenure-track faculty on a secret ballot. If the committee fails to obtain a majority, the Department Head will propose another slate. A person must exempt himself/herself from the committee when he/she is under consideration for tenure, promotion or cumulative review. If the Personnel Committee has less than three voting members for a specific action, then the Department Head will propose an augmented list of members that must likewise be approved by a majority of the voting tenure-track faculty on a secret ballot.

During the review of documentation for the candidate, the Chair of the Personnel Committee will solicit written input from all unit faculty. The committee will note in their written recommendation whether any input was received. The voting members of the Personnel Committee will consider the input in their review of the proposed action, and address in the written recommendation any appropriate relevant issues contained in the input.

[The section on promotion or cumulative review of the Department Head also needs to be revised, but as no such action is anticipated for the next several years this section was left largely intact as given below.]

In the event that the Department Head is a candidate for promotion, all tenure track faculty (with the exception of the head) acting as a committee-of-the-whole shall constitute the personnel committee. In the event that the Department Head is undergoing cumulative review, all tenured faculty (with the exception of the head) acting as a committee-of-the-whole shall constitute the cumulative review committee. There will then be no recommendation from the Department Head. The department will elect a chairman of this committee and nominate him/her to the Dean to serve in the position of Acting Head for this purpose only. The recommendation of the

Proposed Interim Amendment to
2008 Physics RPT and Cumulative Review Document

committee-of-the-whole will be determined by secret ballot. The elected chairman of this committee will prepare a letter to the Dean stating the actual vote and both majority and minority opinions. The letter will be signed by all committee members.

THE PROCEDURE

All discussions of the Personnel Committee shall be confidential to the extent permitted by law.

In cases where university policy requires action, the Department Head will notify the Chairman of the Personnel Committee. A faculty member may also be considered for promotion and/or tenure at his/her own request or at the request of the Personnel Committee. In all cases the Department Head will request the required documents and information from the individual concerned.

Prior service at another institution may be considered as "time-in-rank" if the individual concerned was performing in an environment and at an academic level similar to that at Oklahoma State University. The Personnel Committee will require evidence of this service.

The Personnel Committee will review the documents provided by the Department Head and any other evidence deemed relevant, and then the eligible voting members of the Committee will take a vote on the recommendation of the committee. The Committee will make a written recommendation to the Department Head which includes the numerical vote of the Committee, and signed by all voting members of the Personnel Committee. If the vote is not unanimous, this document must include a discussion of both majority and minority opinions. A copy of the Personnel Committee's written recommendation will be provided to the faculty member under consideration in a timely fashion consistent with university and college policy on reappointment, promotion, and tenure.

The Department Head will then review the documents provided by the individual concerned and/or the Personnel Committee and any other information he/she considers relevant and make written recommendations. This written recommendation by the Department Head will be given to the individual under consideration and he/she will be given the opportunity to respond to them as appropriate and consistent with university and college policy on reappointment, promotion, and tenure.

The Department Head will forward to the dean the following documents:

- 1) The Recommendation for Promotion and Reappointment form with required documentation.
- 2) A copy of the written recommendation from the Personnel Committee to the Department Head.
- 3) The written recommendation from the Department Head to the Dean.
- 4) The documentation file of all faculty under consideration for promotion and/or tenure must include at least three letters of recommendation from external reviewers outside of the University. A list of possible external reviewers will be

Proposed Interim Amendment to
2008 Physics RPT and Cumulative Review Document

chosen from lists provided by the candidate, Personnel Committee, and the Head. These letters should be solicited by the Department Head and should not be shown to the faculty member when they have waived their right to access. At least one letter should be obtained from someone not suggested by the faculty member. The choice of external reviewers must meet any requirements in the university and college policies for reappointment, promotion, and tenure of ranked faculty.

- 5) A copy of the curriculum vitae for the individual concerned and any other evidence which will significantly support the recommendations of the Department Head and/or the Personnel Committee.
- 6) Waiver or Non-Waiver of right to review the peer review letters.
- 7) Evidence of teaching effectiveness, such as course evaluations, syllabi, and exams.
- 8) Evidence of service activity, both internally and externally.
- 9) Any unsolicited material submitted by the candidate. These should be marked "unsolicited".
- 10) Any other documentation required by university or college policy.

Approved by majority vote of Physics Faculty August 20, 2015