

## ***Guidelines for PRT Committees, Department Chairs, and Deans***

- 1.** The UPRTC strongly recommends that no person who is requesting promotion/tenure should serve on the college or university level PRT committees, and where possible should not serve on departmental level PRT committees.
- 2.** Affirmative or negative recommendations by PRT committees, department chairs, and deans must be substantiated with explicit, written analyses of strengths and weaknesses. The recommendations should address the quality of teaching, quality of research, and quality of service in terms of the written criteria of the departmental and college PRT committees. Departmental committees and chairs have a particular responsibility to evaluate all information submitted by candidates to support applications.
- 3.** Except in unusual circumstances, the minimum time-in-rank between assistant and associate professor is three years, and the minimum time-in-rank between associate and full professor is five years.
- 4.** The recommendation, committee, and appropriate signature at each level must be entered on the "Summary of Recommendation" sheet which should be attached to the front of each application.
- 5.** Ten (10) application sets must be forwarded to the UPRTC. Department PRT committees will be responsible for securing these copies and for insuring that applications are in proper order.
- 6.** In evaluation teaching, PRT Committees should consider material in addition to student evaluation.
- 7.** Letters of recommendation from College and Departmental Committees should bear the names of committee members.