

11. Dossier Preparation and Tenure Guidelines for Faculty Appointments in Jointly Operated Departments at the University at Buffalo

Certain departments at the University at Buffalo are co-administered by two different schools. Faculty hired into those departments have unique requirements in meeting the expectations of two schools.

The appointment and promotion process begins in the respective department. As a jointly administered department, everyone involved in the process must be sensitive to the different emphases placed on scholars whose profile is more or less similar to others in Engineering, Medicine, or Arts and Sciences. These differences will undoubtedly be reflected in the letters of evaluation and those provided by the department chair and advocate (if identified).

It is the intention of this policy to adopt a consistent process that reflects the best practices drawn from the three schools while maintaining a coherent whole that is supportive of the candidate. Such a process must include agreed-upon language that is to be used to solicit letters of evaluation, and in directions to the departments. It is also incumbent on the departments and the schools to develop a single set of mentoring materials.

11.1. Ad Hoc Committee for Promotion and Tenure to Academic Rank (Tenure Track)

- a. The composition of the Ad Hoc Committee for Promotion and Tenure to Academic Rank for faculty in jointly operated departments shall consist of 4 members from each school (8 members total) who hold rank equal to or higher than that of the candidate. A quorum will be satisfied by 6 voting members.
- b. Ideally, the members should be drawn from each school's standing Committee for Promotion and Tenure. Selection of the members will be decided by the Dean or Dean's designee for each School. One member from the Committee will be selected by the Department Chair to present the case. The Chair of the Ad Hoc Committee will be a voting member selected by the Department Chair.
- c. An advocate may be enlisted by the candidate and will include his/her written statement with the dossier, and appear before the ad hoc committee.
- d. The vote outcome will be included in the dossier and reported to the Deans of both schools, the Department Chair and to the candidate.
- e. The report of the ad hoc Committee prepared by the Committee Chair will be shared with both Deans. It will not be included in the dossier and will not move to the PRB or higher levels.

- f. The Deans of both schools will meet to discuss and decide on approval of the promotion/ appointment. The Deans will decide between them which Dean will be responsible for preparing the Dean's Letter to be included in the dossier. The Dean's Letter will be co-signed by both of the cognizant Deans. Should the Deans not be able to agree on approval, the decision will be considered a negative outcome and the promotion/ appointment denied in one letter signed by both Deans.
- g. Should the candidate choose to withdraw his or her dossier, both Deans must be so notified in writing.

11.2. Ad Hoc Committee for Promotion to Qualified Academic Ranks (Non-Tenure Track)

- a. For promotion in a Qualified Academic Rank, an equal number of committee members from each school (no less than 3 each) who hold rank equal to or higher than that of the candidate will be selected as an ad hoc Committee. If possible these members should be drawn from the school's standing committee on Promotions to Qualified Academic Ranks. A quorum will be satisfied by 4 voting members.
- b. One member of the ad hoc Committee will be selected by the Department Chair to present the case. The Chair of the ad hoc Committee will be a voting member selected by the Department Chair.
- c. An advocate may be enlisted and will include his/her written statement with the dossier, and appear before the ad hoc Committee.
- d. The committee's vote outcome and Chair's summary will be reported to the cognizant Deans only.
- e. The Deans of both schools will discuss the outcome, prior to making their recommendation. If there is disagreement by the Deans on the decision to promote, then this will be considered a negative outcome and the promotion/appointment denied. The cognizant Deans will prepare one letter to be co-signed by both of them and transmitted to the candidate and the Chair of the department.
- f. Should the candidate choose to withdraw his/her dossier, both Deans must be so notified in writing.