Adopted 10-2016 1

COTA College Promotion, Tenure, and Post-Tenure Review Committee

1) The College P romotion, Tenure, and Post-Tenure (PTP) Review Committee meets as needed to assess

colleagues for tenure, promotion, and post-tenure work.

2) The committee meets to consider any changes in faculty expectations being considered.

3) Membership and Election of Chair:

Adopted 10

- 2016

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e)

Writes a letter that in:

i)

Tenure and Promotion cases includes the recommendation for tenure and/or promotion and

articulates the strengths and weaknesses that contributed to the decision.

ii)

Post

-Tenure Review cases articulates

whether the candidate is meeting or not meeting expectations

and articulates the strengths and/or weaknesses that contributed to that decision.

Copies of the letter are placed in the candidate’s portfolio, sent to the candidate, and to those in the

appropriate levels of review (see Academic Affairs/Resources:

http://kennesaw.edu/facultyaffairs/resources.html).

5)

Voting and Confidentiality

a)

Votes of review committees are by secret ballot.

b)

All deliberations and decisions of reviews are confidential and may not be discussed with the candidates

or with others outside the review committee’s membership.

c)

The vote tally for and against recommending promotion and/or tenure will be recorded on the coversheet