13. UNIVERSITY PROMOTION AND TENURE COMMITTEE AND CHAIR

a. An administrator designated by the provost shall serve as the administrative chair of the committee. The chair may not vote or express comments on individual candidates except as related to matters of policy or procedure that may pertain to the case.

b. The chair of the URTPC may consult with the academic units and candidates on procedural matters and make such determinations as are assigned to them by the policies of the university.

c. The URTPC is composed of: one (1) elected representative from each of the colleges of Agriculture, Arts and Architecture, Business, Education Health and Human Development, Engineering, Letters and Science, Nursing, the MSU Library, and MSU Extension; and a representative of the Faculty Affairs Committee of the Faculty Senate. Only tenured faculty with previous experience serving on a primary or intermediate review committee may serve on the URTPC.

d. In addition to the requirements in Section 2.c, at least twenty-five (25) percent of the membership of URTPC will be female faculty members. If the election process does not result in the required proportion of women faculty, the provost may appoint additional female faculty members to fulfill the required level of participation.

e. Elected members, and alternates, of the URTPC serve three (3) year terms. Members serve during the academic years with terms of service beginning in the fall semester. Alternates will serve if the elected or appointed member is unable to serve.

f. Committee members shall not deliberate or vote when a candidate from their individual primary and/or intermediate administrative unit is reviewed. In these instances, the committee member may, upon request, provide general information about the unit.

g. At least seventy (70) percent of the URTPC membership must be present at review meetings – in person or by teleconferencing – for the deliberation and voting on retention, tenure, and promotion cases.

h. The URTPC is responsible for reviewing, suggesting modifications, and approving all Role and Scope Documents of the academic units. Approval of Role and Scope Documents will require a majority affirmative vote of the membership of the URTPC. The URTPC may suggest modifications to and request revision of the Role and Scope Documents from each review unit. Requests shall be sent to the administrators of the academic units with:

   i. identification of the provision(s) to be revised,
ii. explanation of the reason for the request,

iii. at the discretion of the committee, recommendations for revisions, and

iv. a deadline for submission of the revised documents for approval.

i. The URTPC is responsible for reviewing and recommending modification of the Role and Scope Document of the university by a majority affirmative vote.