

**Kenneth P. Dietrich School of Arts and  
Science**

**Minutes of the Called Full Faculty Meeting**

**April 14, 2025**

**Teplitz Memorial Courtroom, Pitt Law Barco  
Building**

The meeting was chaired by Dean Adam Leibovich, who welcomed members of the faculty with voting privileges to the meeting. He introduced the meeting as a meeting called at the request of Dietrich School Council to consider motions to amend the Dietrich School Bylaws, including the Motion to Revise the Dietrich School Bylaws; Motion to Revise the Overview Statement; Motion to Revise the Review by the Dean of Department Recommendation for Appointment or Promotion to Associate Professor; and Motion to Revise the Review by the Dean of Department Recommendations for Promotion to Professor. These motions were circulated to all voting faculty on April 4, 2025, together with an announcement of the called meeting.

Dean Leibovich summarized the proposed updates and changes to the Dietrich School Bylaws and the Overview Statement. Associate Dean Todd Reeser summarized the proposed updates and changes to the Review by the Dean of Department Recommendations for Appointment or Promotion to Associate Professor and the Review by the Dean of Department Recommendations for Promotion to Professor.

During discussion of the Motion to Revise the Dietrich School Bylaws, a question was raised about instructors who are excluded from the voting faculty in the bylaws. The process by which faculty may petition for a change in the bylaws was reviewed.

During discussion of the Motion to Revise the Review by the Dean of Departmental Recommendation for Promotion to Professor, a question was asked about a possible situation where the chair would be the individual being reviewed for promotion. To clarify what will happen in such a situation, Dean Leibovich stated that he will add an interpretative note (like the one from ex-Dean J.L. Rosenberg on the Overview Statement) that explains that the chair would not be invited to appear before the ad hoc committee.

Since quorum was not reached, Dean Leibovich referred the motions to the full faculty for a vote via Qualtrics ballot.

With no further business, Dean Leibovich concluded the meeting.

The following motions to revise the Dietrich School Bylaws were referred to the full faculty for a vote via Qualtrics ballot on April 14, 2025. The voting period ended on April 18, 2025, at 12:00pm.

In total there were 100 votes in the affirmative and 2 votes in the negative with 1 abstention. The Motion to Revise the Dietrich School Bylaws is adopted and will become effective at the start of the 2025-2026 academic year. The most recently amended date is included in the text below.

#### Motion to revise the Dietrich School Bylaws

*Whereas:* The Dietrich School Bylaws outline the roles, responsibilities, and jurisdiction of the Dietrich School of Arts and Sciences, its voting faculty, and its permanent councils and committees and should reflect the composition of the School and its methods of communicating,

*Resolved That:* The Dietrich School Bylaws that were last amended in 2014 be replaced by the bylaws below.

#### Bylaws of the Kenneth P. Dietrich School of Arts and Sciences

Codified October 22, 1969;

Amended on October 11, 1975 and December 15, 1983;

Edited on July 1, 1985;

Amended on October 24, 1985, September 20, 1990, April 1, 1998, April 19, 2002, April 16, 2003, July 15, 2013, April 1, 2014, and April 18, 2025

#### I. Jurisdiction

The Kenneth P. Dietrich School of Arts and Sciences (Dietrich School; Dietrich School of Arts

and Sciences; formerly School of Arts and Sciences and the Faculty of Arts and Sciences) of the University of Pittsburgh shall have jurisdiction over curricula and instructional programs, degree requirements, graduate admissions, grading regulations, and other related academic matters pertaining to its constituent units.

#### II. Membership and Meetings

Persons included.

##### *Faculty*

All persons with a primary appointment in the Dietrich School who hold:

1. full-time tenure stream academic appointments with the titles Instructor, Assistant Professor, Associate Professor, and Professor;
2. full-time appointment stream academic appointments with the titles of Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Research Assistant Professor, Research Associate Professor, Research Professor, Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor;
3. part-time faculty who are in the tenure stream

##### *Students*

The student members of the Dietrich School of Arts and Sciences Council (Dietrich School Council), Undergraduate Council (UC), Graduate Council (GC), and CGS Council shall be allowed full voting participation in meetings and will

participate in voting during their respective Council meetings.

Persons excluded.

#### *Faculty*

Adjunct Professors, Visiting Professors, Research Associates, Teaching Associates, Instructors I, Instructors II, Senior Instructors, Lab Instructors I, Lab Instructors II, Senior Lab Instructors, Acting Instructors, Instructors not in the tenure stream, Teaching Fellows and Teaching Assistants are not voting members of the Dietrich School of Arts and Sciences.

### III. Meeting of full faculty

The Dietrich School shall hold general full faculty meetings in the fall and spring terms at times determined by Dietrich School Council. The Dean shall preside, or in the Dean's absence, the Vice Chair of Dietrich School Council. Additional meetings may be called by the Dean, at the request of any of the permanent Councils, or by petition of 40 members of the Dietrich School presented to the Dean.

Meetings of the Dietrich School of Arts and Sciences and of its Councils are open to included persons noted in Section II, other faculty, staff and students specified in committee membership rosters and invited guests.

Decisions of the full faculty, whether made in meeting or by referendum, shall override decisions of the Councils.

- Quorum. A quorum shall consist of 100 members of the Dietrich School of Arts and

Sciences. If a vote cannot occur due to lack of quorum, a ballot will be distributed to the voting faculty after the meeting has concluded.

- Agenda. The agenda for each full meeting shall be prepared by Dietrich School Council and distributed to the entire faculty 10 days in advance of any meeting. Items may be placed upon the agenda of regular meetings by petition of 40 members of the faculty presented to Dietrich School Council no less than 14 days in advance of such meeting.

### IV. Permanent Councils

1. Dietrich School of Arts and Sciences Council (Dietrich School Council). This Council shall consist of:

- the Dean (who shall preside);
- the Associate Dean for Faculty Affairs;
- six elected tenure stream faculty members, who shall not be Department Chairs, with two members elected from each division and no more than one member from any one department;
- one representative of each of the Councils of the Department Chairs;
- six full-time voting appointment stream faculty, with two members elected from each division and no more than one member from any department/program;

- two undergraduate students from different departments/programs appointed by the Student Government Board or by the Dean; and
- two graduate students from different departments/programs appointed by the Graduate Student Organization.

The Council shall elect one of its members each year to be Vice Chair, who shall preside at the meetings of Dietrich School Council and of the faculty in the absence of the Dean. The Dean may choose to appoint additional ex officio members (with or without voting privileges) to Dietrich School Council.

The Dietrich School Council shall act for the Dietrich School of Arts and Sciences in intervals between meetings of the full faculty. Dietrich School Council actions shall take effect 30 days after publication of the [Dietrich School Gazette](#) unless a petition of 40 members of the faculty is received by the Dean in the interim calling for a full Dietrich School faculty meeting to vote on the issue in question. Dietrich School Council may request a report from any of the Councils of initial jurisdiction on any matter, and may overrule such Council. Dietrich School Council shall elect the Faculty Grants Committee and other committees whose work relates to the full School.

2. Dietrich School of Arts and Sciences Undergraduate Council (UC). This Council shall consist of:

- the Associate Dean for Undergraduate Studies (who shall preside),
- six elected tenure stream faculty, with two members elected from each division and no more than one member from any one department;
- six full-time appointment stream teaching faculty, with two members elected from each division; and
- five Dietrich School students, with at least one student from each division, appointed by the Student Government Board or by the Associate Dean.

The Dean or Associate Dean may choose to appoint additional ex officio members (with or without voting privileges) to Undergraduate Council.

The Council shall deal with matters of curricula and instructional programs, degree requirements, grading regulations, and other related undergraduate academic matters in the Dietrich School of Arts and Sciences as the Council of initial jurisdiction. The UC shall report its actions to Dietrich School Council, and may refer any matter to Dietrich School Council for decision. Actions of the UC shall take effect 30 days (excluding regularly scheduled vacations) after publication of the [Dietrich School Gazette](#), unless (a) it is overridden by the Dietrich School Council within 20 days after publication of the [Dietrich School Gazette](#), or (b) a petition of 40 members of the faculty is received by the Dean in the interim

calling for a full faculty meeting to vote on the issue in question.

3. Dietrich School of Arts and Sciences Graduate Council (GC). This Council shall consist of:

- the Associate Dean for Graduate Studies (who shall preside),
- six elected members of the Graduate Faculty, with two members elected from each division and no more than one member from each department, and
- five students elected by the Graduate Student Organization, with at least one student representative from each division and no more than one student from each department.

The Dean or Associate Dean may choose to appoint additional ex officio members (with or without voting privileges) to Graduate Council.

The Council shall deal with matters of curricula and instructional programs, degree requirements, admissions, grading regulations, and other related graduate academic matters in the Dietrich School of Arts and Sciences as the Council of initial jurisdiction. The GC shall report its activities to Dietrich School Council, and may refer any matter to Dietrich School Council for decision. Actions of the GC shall take effect 30 days (excluding regularly scheduled vacations) after publication of the [Dietrich School Gazette](#), unless (a) it is overridden by Dietrich School Council within 20

days after publication of the [Dietrich School Gazette](#), or (b) a petition of 40 members of the faculty is received by the Dean in the interim calling for a full Dietrich School of Arts and Sciences meeting to vote on the issue in question.

4. Dietrich School of Arts and Sciences Planning and Budgeting Committee (PBC). This Committee shall consist of:

- the Dean (who shall preside);
- the associate deans;
- the executive directors;
- three faculty members (one from each division) appointed by the Dietrich School Council from among its elected members;
- three tenure stream faculty members elected directly by division;
- three full-time voting appointment stream faculty elected directly by division;
- five elected staff members representing the academic and non-academic units of the school; and
- three graduate student members (one from each division) appointed by the Dietrich School Graduate Student Organization.

Elected PBC members will serve for staggered three-year terms and meet as necessary during the year. The Dean may choose to appoint additional ex officio members (with or without voting privileges) to PBC. The PBC shall work with and advise the Dean regarding Dietrich School

budgetary matters and planning within the University's planning and budget framework.

5. College of General Studies Council. This Council shall consist of:
  - the Associate Dean for Undergraduate Studies and the College of General Studies (who shall preside);
  - two appointed CGS faculty program directors;
  - two elected faculty from among the shared CGS/Dietrich faculty positions (with no more than one from each division); and
  - two CGS students appointed by CGS Student Government.

The Dean or Associate Dean may choose to appoint additional ex officio members (with or without voting privileges) to CGS Council.

The College of General Studies Council works with the Associate Dean for Undergraduate Studies and the College of General Studies in reviewing matters of curricula and instructional programs, degree and certificate requirements, and assessment and review of academic programs. The College of General Studies Council serves as the council of initial jurisdiction regarding grading regulations, policy decisions, and other academic matters in the College of General Studies. The College of General Studies Council shall report its actions to Dietrich School Council through the Associate Dean and may refer any academic matter to Dietrich School Council for decision.

6. Meetings of Councils. Each Council shall determine the frequency and time of its meetings.

A quorum shall be half of the membership of the Council.

7. Nominations and Elections.

Dietrich School Council will prepare a slate of candidates for membership on the Dietrich School Nominating Committee. The Nominating Committee will consist of nine members, including two tenure stream members and one member of the teaching faculty, from each of the three divisions. Members will serve staggered three-year terms. The slate shall include at least two faculty members for each vacancy on the committee, and each candidate shall have given prior indication of willingness to serve.

The slate of candidates for the Nominating Committee shall be advertised in the Dietrich School Gazette at least 10 days prior to the spring faculty meeting. The election will occur at the spring faculty meeting and the elected candidates shall take office September 1.

The Nominating Committee shall nominate at least two faculty members to stand for election for each vacancy on the Dietrich School Council, Dietrich School-UC, Dietrich School-GC, and Dietrich School-PBC, and obtain the agreement of these candidates. The list of nominees shall be circulated to members of the School no later than one month prior to the spring full faculty meeting via publication in the Gazette. Additional nominations may be made in any division by petition of 20 faculty members in that division, which position must be submitted to the Dean two weeks prior than the date of the spring full faculty meeting.

The election will occur after the spring full faculty meeting. Faculty will vote for candidates in their own division; the candidates in each division with the highest number of votes shall be declared elected and take office September 1.

Terms of service for elected members of Dietrich School Council, UC, and PBC shall be for three years; for the other Councils, terms of service for elected members shall be for two years. In case of vacancies in any Council, that Council shall make interim appointments effective until the next election. Councilors shall not serve consecutive terms but may be reelected after an absence of one year.

When elections to a Dean's Search Committee are necessary, the Nominating Committee shall be convened and shall choose a slate of eight Dietrich School of Arts and Sciences members; from this slate, four members of the Search Committee shall be elected by ballot of the eligible voters. These faculty appointments shall be made with the consent of the committee obtained in a closed meeting.

#### V. Communication

1. All formal actions of the Dietrich School of Arts and Sciences and its various Councils will be reported in the [Gazette](#). The Gazette will be published following Dietrich School Council and PBC meetings. It will report all actions of the Dietrich School of Arts and Sciences general meetings. A copy of the Gazette will be distributed to the full faculty and will be available on the Dietrich School [website](#). The Gazette will also be used to announce

Dietrich School faculty appointments, promotions, resignations, deaths, etc.

#### VI. Amendment of Bylaws

1. Amendments. Amendments may be proposed by Dietrich School Council, or by petition of 25 members presented to the Dean. To take effect, an amendment must be moved, seconded and debated in a meeting of the full School, and voted on by ballot.

#### VII. Parliamentary Authority

1. In the absence of any bylaw or standing rule to the contrary, Robert's Rules of Order shall govern transactions of this organization.



In total there were 100 votes in the affirmative and 0 votes in the negative with 3 abstentions. The Motion to Revise the Overview Statement is adopted and will become effective at the start of the 2025-2026 academic year. The most recently amended date is included in the text below.

Motion to revise the Overview Statement  
(Statement on Departmental Governance)

*Whereas:* The Dietrich School Overview Statement is intended to outline principles and procedures observed by all academic units and currently refers only to departments,

*Resolved That:* The Overview Statement that was last amended in 2013 be replaced with the Statement below.

#### Statement on Unit Governance

Originally printed in the FAS Gazette, Vol. 5, No. 7, December 14, 1973;

Edited on July 1, 1985 and September 15, 2003;

Amended on March 29, 2005, July 15, 2013, and April 18, 2025

The following principles and procedures shall be observed by all departments and programs (“units”) within the Dietrich School of Arts and Sciences. They are to be considered minimal guidelines; particular units may elect to adopt more detailed statements of governance.

#### General

Chairs and program directors (“unit heads”) shall act in concert with their respective faculty. They

shall seek the opinion and advice of their colleagues. Unit heads may make determinations contrary to such counsel; but, if they do so, there arises a duty to account for their reasons—both to the unit and to senior administration. Unit heads shall fully disclose the nature and extent of their disagreement with faculty opinion.

Unit heads serve as representatives of their respective faculties to the administration and therefore their authority should be perceived as primarily derived from the faculty. To be effective, a unit head must exhibit qualities of intellectual leadership, devotion to scholarship, and academic excellence and concern for growth and development of the unit. Unit heads should be mindful that they earn the respect of their colleagues by demonstrating these qualities of leadership and not by instilling fear or by setting unit members against one another. A productive academic environment requires a leader who is consistently self-controlled and who has a considerable capacity for tolerance and empathy.



# Gazette

## Unit Bylaws

It is essential that faculty understand how their units operate, particularly at a university where faculty reflect varied origins, backgrounds, and educational experiences, and effective and open unit governance structures allow faculty (and students, where appropriate) to participate fully in the decision-making process in their teaching units.

Units are required to create, publish, and maintain a set of bylaws consistent with Dietrich School of Arts and Sciences Bylaws, University Bylaws, and University Policies and Procedures that, at a minimum, address the functions listed below:

- Mission and Vision Statement
- Recommendations to the Dean regarding Chair or Program Director appointments
- Conduct of unit business, including meetings
- Voting (who is eligible to vote and for which processes)
- Meaningful participation of faculty in unit governance
- Determination and staffing of undergraduate and graduate curricula and requirements, including new course approval
- Unit administration (PBC and other standing committees; major administrative positions)
- Unit procedures appropriate for faculty processes and actions
- Process by which the unit bylaws are amended

## Consultation on major issues

Faculty members and, when appropriate, graduate students and undergraduate majors shall be consulted on all academic issues involving the unit, such as appointments, promotions, curriculum, program requirements, academic priorities, general policies concerning course and committee structures and responsibilities; TTS and AS faculty shall take the lead on curricular issues.

## Faculty appointments and promotions

In recommending faculty appointments and promotions, the unit head shall furnish the Dean with evidence concerning the extent to which members of the unit favor or oppose the prospective appointee.

## Accountability and term of office

Since the faculty is accountable to the unit head and the Dean, in turn the unit head shall be accountable to the Dean and to the faculty of their unit. Following a recommendation from the faculty, the Dean shall appoint unit heads for a specified maximum period of time not to exceed five years. They are eligible for reappointment following an appropriate review. A secret ballot shall be used to determine the balance of faculty judgment in matters of appointment and reappointment of unit heads; a full and complete report of the faculty recommendation shall be provided to the Dean, including a distinction, if appropriate, between the views of the tenured/tenure stream and the appointment stream faculty.

The Dean shall be instrumental in arranging for this and other expressions of opinion and shall take these expressions under advisement; open discussions of unit directions and challenges are encouraged.

With regard to recommending department chairs for appointment and reappointment, tenured faculty should take the lead as they are the ones eligible to serve. All voting faculty in the unit should participate in the process.

#### Meetings

In each Fall and Spring Term, the unit head shall call at least one meeting for which any member of the faculty may place an item on the agenda.

from the Trustees to the Chairperson through an administrative chain including the Chancellor, Provost, and Dean. The Bylaws of the University, for example, particularly charge the Chairperson with making a recommendation on faculty personnel matters separate from the recommendation of the departmental faculty. In short, the concept of authority in the University structure is a complex one, involving different roles for various components in the institution with the ultimate legal locus in the Board of Trustees.

#### INTERPRETATIVE NOTE BY EX-DEAN J. L. ROSENBERG

The [original of the] above document was approved by FAS Council at its meeting of December 6, 1973. The first sentence of the second paragraph under the heading General may be subject to a misleading reading. Traditionally, and by specific delegation from the Trustees and the Chancellor, departmental Faculties have a number of areas of primary responsibility, including curriculum design, instructional practice, grading and initial consideration of faculty appointments. In such matters the Chairperson is charged with representing the positions of the faculty to the administration. In other areas, including budget, personnel management, and salary practice, authority is specifically delegated

In total there were 95 votes in the affirmative and 1 vote in the negative with 7 abstentions. The Motion to Revise the Review by the Dean of Department Recommendation for Appointment or Promotion to Associate Professor is adopted and will become effective at the start of the 2025-2026 academic year. The most recently amended date is included in the text below.

Motion to Revise the Review by the Dean of Departmental Recommendation for Appointment or Promotion to Tenured Rank

*Whereas:* The bylaws governing the Review by the Dean of Departmental Recommendation for Appointment or Promotion to Tenured Rank should reflect current practice,

*Resolved That:* The Review by the Dean of Departmental Recommendation for Appointment or Promotion to Tenured Rank bylaws that were amended in 2015 be replaced by the bylaws below.

Review by the Dean of Departmental Recommendation for Appointment or Promotion to Associate Professor

Amended March, 27, 2015 and April 18, 2025

1. The tenure-stream faculty of each department with fewer than 20 faculty members in the tenure stream shall elect a tenured member and one alternate to serve as representatives to the Dietrich School of Arts and Sciences Tenure Council (Tenure Council). The tenure-stream faculty of each department with 20 or

more faculty members in the tenure stream shall elect two tenured members and one alternate to Tenure Council. Each department in the Natural Sciences will elect one additional member to Tenure Council, to meet the demand for technical and quantitative expertise on tenure and promotion committees.

2. Members of the Tenure Council shall serve for two years, with half the members elected each year.
3. The Tenure Council shall elect a Secretary.
4. The Tenure Council shall each year elect from among its members a Selection Committee, composed of six members, including two each from the natural sciences, social sciences, and humanities. The purpose of the Selection Committee shall be to choose faculty members from among the members of the Tenure Council to serve on Review Committees (“ad hoc committees”) in cases of appointment or promotion to tenured rank.
5. Members of the Selection Committee shall serve for one year and may be re-elected once.
6. Whenever a recommendation for appointment or promotion to tenured rank is submitted by a department to the Dean, the Dean shall seek the advice of an ad hoc committee composed in the following manner:
  - a. The Dean shall meet with the Selection Committee of the Tenure Council, to choose members of the ad hoc committee.
  - b. Each ad hoc committee shall consist of six members, including three members from among the

- members Tenure Council, and three members named from the tenured faculty.
- c. One or more of the faculty members may be from schools or faculties of the University other than the Dietrich School of Arts and Sciences or from other academic institutions.
  - d. No one whose primary appointment is in the candidate's department may serve on an ad hoc committee for that candidate.
  - e. An ad hoc committee chair shall be selected at random, unless one member volunteers. Their duty is to chair the meeting and to draft the report of the committee, which must be approved by all members of the committee.
  - f. The report of each ad hoc committee shall be kept confidential and not shared with department faculty. A numerical vote of the ad hoc committee shall be included in the report.
7. The Dean shall review every department's recommendation against the granting of tenure, for evidence of any substantive or procedural inadequacy or impropriety. The Dean, at their discretion, may ask the department to review a negative recommendation or may choose to seek the advice of an ad hoc committee.
  8. The Dean will seek the advice of an ad hoc committee when a department recommends a first appointment, without tenure, at the rank of Associate Professor or Professor.
  9. The Dean or their representative (generally, the Associate Dean for Faculty Affairs) will attend all ad hoc committee meetings as a non-voting member and will supervise the committee vote at the end of the meeting. A committee member's vote is not revealed to other committee members but is made known to the Dean's Office.
  10. The chair of the candidate's department or the chair's representative shall appear before the committee, to discuss in detail the candidate's dossier and the department's recommendation, and to answer any questions from committee members.
  11. In reviewing a recommendation for appointment or promotion to tenured rank, the ad hoc committee shall seek, on the basis of the materials provided by the Dean, the department, and the candidate, and such other evidence as the committee finds necessary, to assess the candidate's level of achievement and promise of growth both as a teacher and as a scholar. In arriving at a recommendation, the ad hoc committee shall be governed so far as possible by uniform standards of excellence as established from time to time by the University as a whole and by the Dietrich School of Arts and Sciences. Application of these standards shall take account of the special characteristics of the academic disciplines, and the peculiar needs of the individual departments.
  12. If the materials that have been provided to the ad hoc committee suffer from lacunae or other deficiencies such that the committee cannot proceed in a reasonable

way, the committee shall return these materials to the Dean and postpone further discussion on the case until the deficiencies in the candidate's dossier have been remedied.

13. The chair of the ad hoc committee shall report in writing the results of the committee's deliberations to the Dean. The report shall include the results of a vote on the question of whether to recommend appointment or promotion to tenured rank.
14. The Dean shall report on their action in each case to the ad hoc committee, the chair of the candidate's department, and the candidate. The Dean shall at that time also inform the candidate at the candidate's request of the names of the members of the ad hoc committee.
15. The Secretary of the Tenure Council shall report annually to the Dietrich School of Arts and Sciences. The report shall include a statistical summary and analysis of the year's tenure cases and their disposition and be published in The Gazette.

In total there were 94 votes in the affirmative and 1 vote in the negative with 8 abstentions. The Motion to Revise the Review by the Dean of Departmental Recommendations for Promotion to Professor is adopted and will become effective at the start of the 2025-2026 academic year. The most recently amended date is included in the text below.

Motion to revise the Review by the Dean of Departmental Recommendations for Promotion to Professor

*Whereas:* The bylaws governing the Review by the Dean of Departmental Recommendations for Promotion to Professor should reflect current practice and that ad hoc committees consider departmental recommendations for a first appointment, with tenure, at the rank of Professor,

*Resolved That:* The Review by the Dean of Departmental Recommendations for Promotion to Professor bylaws that were last amended in 2003 be replaced by the bylaws below.

Review by the Dean of Departmental Recommendations for Promotion to Professor

Adopted by the Faculty of Arts and Sciences on October 28, 1976;

Amended by FASC on March 21, 1978;

Amended by FAS on October 28, 1980, March 24, 1981, February 25, 1982, and October 23, 1984;

Amended by FASC on January 23, 1985; Edited on July 1, 1985;

Amended by FAS on February 8, 1996, April 1, 1998, April 24, 2001, April 16, 2003, and April 18, 2025.

Before acting on a recommendation for promotion to Professor, the Dean shall seek the advice of a Review Committee (“ad hoc committee”) composed in the following manner:

- a. The Dean shall meet with the Selection Committee of the Dietrich School of Arts and Sciences Tenure Council (Tenure Council), to choose members of the ad hoc committee.
- b. Each ad hoc committee shall consist of five members, all of whom must hold the rank of Professor, including two members named by the Selection Committee from among the members of the Tenure Council, and three members from the Full Professors of the Dietrich School.
- c. One or two of the faculty members named by the Dean may be from schools or faculties of the University other than Dietrich School of Arts and Sciences or from other academic institutions.
- d. The Dean will seek the advice of an ad hoc committee when a department recommends a first appointment, with tenure, at the rank of Professor. The committee will advise the Dean on the tenured nature of the appointment as well as the rank of Professor.
- e. An ad hoc committee chair shall be selected at random, unless one member volunteers. Their duty is to chair the meeting and to draft the report of the

committee, which must be approved by all members of the committee.

- f. The report of each ad hoc committee is kept confidential and not shared with department faculty. A numerical vote of the ad hoc committee shall be included in the report.

The Dean or their representative (generally, the Associate Dean for Faculty Affairs) will attend all ad hoc committee meetings as a non-voting member and will supervise the committee vote at the end of the meeting. A committee member's vote is not revealed to other committee members but is made known to the Dean's office.

When the chair is not of full rank, a representative of the professors AND the chair should be invited to appear before the ad hoc committee. The representative of the professors should take the lead. When the chair is not of full rank, they should not have primary responsibility for presenting the case.

In reviewing a recommendation for promotion, the ad hoc committee shall seek, on the basis of the materials provided by the Dean, the department, and the candidate, and such other evidence as the committee finds necessary, to assess the candidate's level of achievement both as a teacher and as a scholar. The rank of Professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. In arriving at a recommendation, the ad hoc committee shall be governed so far as possible by uniform standards of excellence as established from time to time by the University as a whole and by the Dietrich

School of Arts and Sciences. Applications of these standards shall take account of the special characteristics of the academic disciplines and the peculiar needs of the individual departments.

If the materials that have been provided to the ad hoc committee suffer from lacunae or other deficiencies such that the committee cannot proceed in a reasonable way, the committee shall return these materials to the Dean and postpone further discussion in the case until the deficiencies in the candidate's dossier have been remedied. In cases where there are few professors in the department, the ad hoc committee may be asked by the Dean to assemble the dossier of the candidate.

As soon as possible, the chair of the ad hoc committee shall report in writing the results of the committee's deliberations to the Dean. The report shall include the results of a vote on the question of whether to recommend promotion.



The Dean shall report on their action in each case to the ad hoc committee, the representative of the professors of the department, and the candidate. The Dean at that time shall also inform the candidate at the candidate's request of the names of the members of the ad hoc committee.

Normally, the Dean shall make a decision within six months after receiving the departmental recommendation.

The Secretary of the Tenure Council shall report annually to the Dietrich School of Arts and Sciences. The report shall include a statistical summary and analysis of the year's tenure cases and their disposition and be published in The Gazette.