



## ***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. Each candidate must submit one (1) hard copy and an electronic version of the application. Department PRT committees will be responsible for securing the single hard copy from each candidate, insuring that the hard copy and the electronic copy are exactly the same and in proper order, and forwarding both to the UPRTC.

5. 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 the single hard copy submitted by each candidate.

6. In evaluating 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.