

**BYLAWS OF THE PROMOTION AND TENURE COMMITTEE
OF GLENVILLE STATE UNIVERSITY
April 25, 2025**

Article I. Name

The name of this committee is “The Promotion and Tenure Committee of Glenville State University.”

Article II. Membership

Section 1: The members of this committee, elected by the faculty for two-year terms, shall be five tenured faculty members, one senior lecturer, and one tenured alternate faculty member. Terms will be staggered to maintain committee continuity.

Section 2. No more than two of the seven faculty members may be from the same department.

Section 3. Three of the five members must hold the rank of Full Professor, two members must hold the rank of Associate Professor, and one member must hold the rank of senior lecturer. On odd numbered years, two Full Professors and one Associate Professor will be elected from the faculty. On even numbered years, one Full Professor, one Associate Professor, and one Senior Lecturer will be elected from the faculty. Also on even numbered years, the alternate member shall be the Full Professor who received the next highest number of votes from the faculty. All members elected to serve on the committee are subject to the provisions of Section 2 of this article.

Section 4. The members may serve no more than two consecutive years on the committee and are eligible for re-election following a one-year absence from the committee.

Article III. Duties of the Committee

1. To review the portfolio credentials of all faculty applying for tenure and/or promotion. Senior lecturer will only review portfolio credentials submitted by faculty applying for promotion to senior lecturer positions.
2. To make recommendations to the Provost on the applications of faculty applying for tenure and/or promotion. Senior lecturer will only make recommendations on portfolio credentials submitted by faculty applying for promotion to senior lecturer positions.
3. Members of the Committee are required to sign a confidentiality agreement regarding review of tenure and/or promotion applications.

Article IV. Officers and their duties

Section 1. Each year the committee will select a chairperson from the elected membership. If the chair, for whatever reason, is unable to serve, the committee shall select another chair.

- Section 2.** The Chair of the Committee shall call and preside at all meetings. The Chair shall be responsible for communicating, in writing, all committee recommendations to the Provost.
- Section 3.** The Chair will appoint an elected member of the committee to serve as secretary. This individual will develop and maintain minutes of all committee meetings.
- Section 4.** In the event that a vacancy occurs on the committee once the review process has begun, the alternate member will fill the vacancy and assume full voting membership. If an additional vacancy occurs, a replacement will fill the vacancy and also assume full voting membership. The replacement will be the qualified faculty member of appropriate rank who received the next highest number of votes, subject to the provisions of Article II, Sections 2 and 3. The replacement will serve for the remainder of the outgoing committee member's term.

Article V. Procedures for Meetings

- Section 1.** A quorum for meetings shall consist of five members of the Committee where membership is as defined in Article II.
- Section 2.** Normally the Chair shall give at least two work days' notice of the date, time, place for, and agenda of meetings to the membership. Notice shall be given in an efficient manner to be determined by the Committee. Emergency meetings may be called by the Chair with less than two work days' notice. In order to allow for adequate consideration of a faculty member's credentials, no votes may be taken on a recommendation for tenure and/or promotion in an emergency meeting.
- Section 3.** Committee meeting minutes involving policies and processes will be maintained. Due to the sensitive nature of the review process, meetings of the Committee will be closed to non-committee members during review, discussion, and resolution of applications for promotion and tenure. The committee shall retain no written or digital records of these proceedings after the formal recommendations have been made.
- Section 4.** Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. No vote may be taken unless a quorum has been established as indicated in Article V, Section 1. For routine business and recommendations of promotion and/or tenure, motions will be carried by simple majority voting in favor of a motion. Each recommendation of the Committee regarding promotion or tenure shall require a separate motion and a separate vote.
- Section 5.** Any Department Chair who is a member of the Promotion and Tenure Committee will be replaced by the alternate member during the review of a faculty member from his or her department.
- Section 6.** When recommendations are developed, each participating member of the committee shall sign the letter to the Provost. .

Article VI. Lines of Reporting

- Section 1.** According to the approved timelines, the committee will forward its recommendations of promotion and/or tenure to the Provost. . The Provost will forward to the President a copy

of the recommendations by the Committee, along with the Provost's recommendations, also following approved timelines. The President will make the final tenure and promotion decision, based on the approved timelines, and the faculty person will be notified by the Provost and/or President.

Article VII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for Amendment shall be the same as the procedure for the original ratification of these bylaws. However, the Committee may, by approved motion of the Committee, approve changes to titles of positions in these bylaws.

Article VIII. Ratification

These bylaws shall be officially adopted when they have been approved by the Faculty Senate, the University Leadership Council and the President of the University.
(Revised February, 2025)



Promotion and Tenure Committee Chair

04/30/2025

Date



Faculty Senate President

04/30/2025

Date



University Leadership Council Chair

04/30/2025

Date



University President

Date



