

## RANK AND TENURE COMMITTEE POLICY

- A. The purpose of the Rank and Tenure Committee is to review petitions in a collegial and impartial manner, ensuring that faculty follow the established Faculty Handbook Policy. The Committee makes recommendations for or against advancement to Tenure and promotion in Professorial Rank to the Vice-President of Academic Affairs.
- B. The Rank and Tenure Committee consists of ~~faculty members who represent Liberal Arts, STEM, Nursing, Technical Education, Health Sciences, Academic Success and Center for Teaching and Learning at the college~~ **faculty membership selected through an election process mirroring that of the Faculty Senate By-Laws Article I Section I**. Each of these divisions and/or groups elects faculty to serve on the committee. From those elected, the President's Cabinet will appoint a committee with a balance of tenured and non-tenured faculty among different ranks. **Each department or division may have an alternate in the event an elected member cannot serve.**
- C. Committee members serve a three-year term with one third of the membership elected each year. ~~The second person from each group and/or division will serve as an alternate in the event appointed member cannot serve.~~ Committee members must have served at Amarillo College for at least three years; hold the rank of Professor, Associate Professor or Assistant Professor; **have advanced in professorial rank** ~~been granted the professorial rank~~ while serving at the college; and may not be currently serving as a Department Chair, Program Director, or Coordinator. **If there are no faculty members that meet all of these criteria in their department or division, faculty members who have served at AC for at least 4 years and who are not currently serving as a department chair shall be allowed to serve as full voting members. If there are no faculty members that meet all the criteria or who have served at least 4 years, then a divisional and/or departmental representative as outlined in the election process referenced in section B above may be selected to serve and may offer a "voice but no vote."**
- D. In the event a Committee member petitions for Tenure and/or Professorial Rank, **that Committee member must recuse themselves from service during that year** and the alternate faculty representative **for that area** will serve during that year's respective evaluation process. **In the event that a program director or coordinator has been appointed to serve, they must recuse themselves from service in the year a faculty member in their program area petitions for for rank and/or tenure. An alternate member will serve instead and will be selected in accordance with sections B and C.**
- E. The Rank and Tenure Committee will meet at the discretion of its Chair and will select a new Chair for the next academic year at its last meeting in the spring.

- F. The Committee will not vote on rank/tenure petitions or elect the Chair without a quorum. A quorum for the Rank and Tenure Committee will be defined as 60% or more of its members in attendance.
- G. The Committee Chair will prepare agendas and maintain meeting minutes.
- H. The Committee members may be required to host informative sessions for petitioning faculty.
- I. The Committee must read and adhere to the stated policies for Tenure and Professorial Rank.
- J. The Chair will be responsible that all electronic petitions, approved or denied, will be placed in the Amarillo College Archives for the legal duration of five years.