THE ACADEMIC ASSEMBLY OF SEATTLE UNIVERSITY

University Rank and Tenure Committee Charter

*Submitted and Approved by Academic Assembly October 18, 2021*

1. PURPOSE

The University Rank and Tenure Committee (URTC) is a standing committee of the Academic Assembly of Seattle University (AcA). The purpose of the URTC is to make recommendations regarding faculty applications for tenure and promotion in rank to the Provost and University President.

1. DUTIES AND RESPONSIBILITIES

The URTC shall have the following primary duties and responsibilities:

* Reviewing faculty applications and files for tenure and promotion in rank;
* Making recommendations to the Provost and University President on faculty tenure and promotions in rank applications; and
* Initiating recommendations to the Provost and the Academic Assembly regarding the proper organizational operations and requirements for the operations of the URTC.

1. MEMBERSHIP

*Composition*. The URTC shall consist of full-time, tenured faculty members with a rank of Professor. There will be one member from and representing each of the existing University schools and colleges to which tenured and tenure-track faculty are appointed, except that two members will be from and represent the College of Science and Engineering and two members will be from and represent the College of Arts and Sciences. When appointing new members from the College of Arts and Sciences, and the College of Science and Engineering, the Committee on Committees will confer with each of these colleges to determine which disciplines within each college require representation on URTC.

The ConC shall recommend, manage, and oversee the process of faculty appointments to the URTC. The Office of the Provost has final approval of the URTC membership.

*Chair*. The Chair-Elect shall assume the office of the Chair of the URTC after one year of service as Chair-Elect. The term of the Chair shall be (2) years. If for any reason there is no Chair-Elect able and ready to assume the office of the Chair on January 1st following the end of the prior Chair’s term pursuant to this paragraph, then the URTC membership shall elect a new Chair by majority vote.

*Chair-Elect.* An election for the office of Chair-Elect shall be held at the beginning of the second year of the term of the current Chair. The current Chair may seek to continue as Chair by standing for election to the office of the Chair-Elect. If the current Chair wins the election for the Chair-Elect, there shall be no Chair-Elect for the next two years, and the Chair’s new term shall commence on January 1st of the following year.

*Term.* The term of service on the URTC shall be four (4) years, subject to reappointment to a second four (4) year term. Terms shall be staggered, with no more than four (4) members’ terms to expire in any one year.

1. MEETINGS

The URTC meets weekly during the Winter Quarter to review files for tenure and promotion, and throughout the year for Ad Hoc meetings as deemed necessary by the Chair. Meeting agendas are provided to members in advance, along with appropriate materials which are accessed through an encrypted online site.

*Quorum*. A quorum shall consist of a majority of the members of the URTC.

*Confidentiality.* The work of the URTC is highly confidential and many of the documents related to the committee’s work are encrypted and confidential. Committee members shall not share with others, nor give others access to, any documents about or from a tenure or promotion file, nor discuss committee deliberations outside of committee meetings.