THE ACADEMIC ASSEMBLY OF SEATTLE UNIVERSITY

University Rank and Tenure Committee Charter

I. 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.

II. DUTIES AND RESPONSIBILITIES

The URTC shall have the following primary duties and responsibilities:

- Reviewing faculty applications and files for tenure and promotion in rank; and
- Making recommendations to the Provost and University President on faculty tenure and promotions in rank applications.

III. MEMBERSHIP

Composition. The URTC shall consist of eleven (11) full-time, tenured faculty members with a rank of Associate Professor or Professor. At least six (6) of the members will have the rank of Professor. There will be one member representing each of the existing University schools and colleges. The remaining members will be at-large representatives appointed by the AcA’s Committee on Committees (ConC). The Provost has final approval of the URTC membership.

Faculty who have applied for a promotion in rank are ineligible to serve on the URTC until they have been promoted.

The ConC shall manage and oversee the process of faculty appointments to the URTC. As part of the process, the ConC will consult with the Dean of any faculty member being considered for appointment and obtain the Dean’s support of the appointment. If the ConC and the Dean disagree on a faculty member’s appointment to the URTC, the Provost will be consulted to resolve the disagreement.

Chair. The chair of the URTC shall be selected by vote of the URTC members and will serve a term of two (2) years. To be eligible to serve as chair, an individual must be:

A. A current URTC member with a rank of Professor; and
B. In their initial term and have completed three (3) years of service, or serving in a reappointment term.

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 and structured to ensure at least six (6) of the members will have the rank of Professor.

IV. MEETINGS

The URTC shall meet at least once per academic year or more frequently as circumstances require. Meeting agendas will be provided to members in advance, along with appropriate materials.

Quorum. A quorum shall consist of a majority of the members of the URTC. However, in the case of a vote regarding promotion to Professor, a quorum of Professors on the URTC is required.

Review of Applications for Promotion to Professor. After the review of all the applications for tenure and promotion to Associate Professor are completed, any Associate Professor serving on the URTC will be dismissed from further service for that year and the remaining members will review the applications for promotion to Professor.