

### **College of Agricultural Sciences College Promotion and Tenure Committee Guidelines**

1. Each tenure unit will elect a tenured Associate Professor or full Professor to serve on the CAS P&T committee for a 3-year term.
2. All tenured and tenure-track faculty within a tenure unit are eligible to vote to elect the faculty member to the committee.
3. Eligible committee members within a tenure unit include only those that hold tenured Associate Professor or full Professor ranks.
4. The committee shall include a majority (6) of full Professors.
5. Committee members shall not be administrators including department heads/chairs or branch station directors.
6. At least one member of the Committee should be located off-campus at either a branch experiment station or Extension office.
7. The Committee will elect a chair or co-chairs at its first meeting and annually after that. Only full Professors may serve as chair or co-chair of the committee.
8. The Committee may elect an ad hoc member to serve a 1-year term to fill any deficiencies in the committee's composition.
9. Committee members cannot vote at the college P&T committee level on a case from their tenure or budgetary unit. However, committee members may participate in the discussion of these cases.
10. Associate Professors cannot vote on a case for promotion to Professor. However, Associate Professors may participate in the discussion of these cases.