

Committee on Appointments and Promotions

Annual Action Items

Note: These are action items for the Committee on Appointments and Promotions (COAP). Procedural details can be found elsewhere for promotion of Tenured/Tenure-Track (TTT) ranks or Non-Tenured/Tenure-Track (NTT) ranks, or for reappointment of Professors of Practice.

Prior Academic year

Term C:

Elections for new COAP members conducted by COG.

Term D:

Nominations received for TTT promotion to Full Professor for the following academic year.

COAP meets with Nominators and Advocates at the end of Term D to form Joint Promotion Committees with newly elected members for each TTT promotion nomination. The Joint Committee reviews suggestions for external reviewers from the Nominator and Advocate. The Candidate asks Professional Associates and the Nominator asks External Reviewers to agree to write a letter of appraisal when asked by the committee in the summer.

Summer

The Faculty Governance Office sends the candidate's dossier to all Professional Associates and External Reviewers for TTT cases in order to receive their responses by August. In addition, the office sends teaching evaluations to alumni and former students and collects summary student ratings for courses and projects as well as the candidate's Instructional Activity Reports and Sponsored Research Activity Reports for the last five years.

Before Term A:

New Chair meets with outgoing Chair to discuss procedures, etc.

The Faculty Governance Office and the Chair determine regular Term A meeting times and backup times. COAP usually reserves a 2-hour block for meeting each week, though a more frequent schedule may be necessary in certain terms. The Faculty Governance Office contacts Nominators and Advocates to schedule the time of each Joint Promotion Committee, and orders any refreshments.

Chair assigns an elected COAP member in each joint committee to be the "Tracker" for this nomination. Before Term A, the Tracker does a procedural review of the letters of appraisal and the candidate's dossier. This review considers: have all letters been received?—if not, the Faculty Governance Office should send a reminder to dilatory referees. Are external references independent, and do they provide substantive comments? Is any material missing from the candidate's dossier?

The Faculty Governance Office uploads the dossier, letters of appraisal and other material to Sharepoint and prepares blue books (binders with the dossier, teaching evaluations, and activity reports) for all joint committee members.

Faculty Governance Office receives nominations for promotion of NTT Teaching and NTT Research ranks. The office sends the candidate's dossier to all Professional Associates (and to External Reviewers for NTT Research ranks) in order to receive their responses by October. In addition, the office sends teaching evaluations to alumni and former students.

Term A:

Joint Promotion Committee members review all material for TTT promotion cases.

Deliberative meetings for each TTT promotion case. The Nominator and Advocates are tasked with providing missing/extra material and clarifications.

Joint Promotion Committees are formed for all NTT promotion nominations in order to meet during Term B. The joint committee includes six COAP members and a non-voting Nominator and Advocate. The Chair assigns a COAP member as Tracker for each NTT nomination.

The Faculty Governance Office receives letters and student teaching evaluations for NTT nominations. The office also collects summaries for course and project ratings from the last five years as well as the candidate's Instructional Activity Reports and Sponsored Research Activity Reports for the last five years.

Faculty Governance Office and Chair obtain the meeting constraints and determine the schedule of meetings during Term B for each TTT and NTT joint committee.

In A-B break:

Faculty Governance Office confirms schedule of joint committee meetings in Term B.

For NTT nominations, the Faculty Governance Office uploads the dossier, letters, teaching evaluations and activity reports to a Sharepoint site available to the joint committee.

Candidates are able to submit any updates for their dossier to the Faculty Governance Office.

Nominators, Advocates, and Trackers check that ALL material for TTT and NTT promotion meetings is on Sharepoint and ready for decision-making meetings in Term B.

Faculty Governance Office receives nomination for reappointment of Professors of Practice. The office sends the candidate's dossier to Professional Associates in order to receive their responses in December. The office also sends teaching evaluations to alumni and former students.

Term B:

Joint Promotion Committees hold decision-making meetings for TTT nominations and NTT nominations for promotion. One meeting for 1 hour per candidate is typical, with more time scheduled as necessary. Faculty Governance Office provides ballots.

Trackers write a draft letter to the Provost with the salient reasons for the joint committee's recommendation regarding promotion. Members of each joint committee approve the letters. Faculty Governance Office produces final version. Letters are signed by all members of a joint committee and delivered to Provost.

Early November, send reminder to Department Heads about the deadline for sabbatical leave applications (December 15).

Faculty Governance Office solicits applications for sabbatical leave from Faculty in December.

Chair obtains committee meeting constraints for Term C.

In B-C break:

Faculty Governance Office and Chair determine Term C meeting times and backup times.

Formation of Joint Reappointment Committees to review nominations for reappointment of Professors of Practice. The joint committee includes six COAP members and a non-voting Nominator and Advocate.

For Professor of Practice reappointments, the Faculty Governance Office uploads the dossier, letters, teaching evaluations and activity reports to Sharepoint for the joint committees.

Chair assigns Trackers for sabbatical applications and Professor of Practice reviews. Recusal to avoid conflicts of interest.

Term C:

If requested by the Provost, Joint Committees will meet with the Provost to discuss its recommendation regarding promotion.

The Provost's Office provides a list of department heads scheduled for review, and sends a survey to all full-time faculty in these departments.

Schedule meetings to review sabbatical applications and nominations for reappointment of Professors of Practice.

Faculty Governance Office uploads sabbatical applications to Sharepoint and provides evaluation check list. Ordinarily, one meeting to discuss sabbatical applications is sufficient. Trackers contact applicant or department head if material is missing. Produce a list of sabbatical recommendations. Inform the Provost of sabbatical recommendations.

Meeting of each Joint Reappointment Committee to consider nomination for reappointment of Professors of Practice.

Schedule a date early in Term D (late March) for COAP Community Meeting about promotion with faculty. Inform WPI faculty of the time of the COAP open meeting.

Chair obtains committee meeting constraints for Term D.

In C-D break:

Faculty Governance Office and Chair determine regular Term D meeting times and backup times.

Chair assigns two COAP members to each department head evaluation. One of these COAP members serves as the Tracker. Recusal to avoid conflicts of interest: COAP members in the same department as the department head should not take part in the review and do not see the summary sent to the Provost about their department head.

Campus-wide announcement of the date of COAP's informational community meeting, and the deadline for nominations for promotion.

In Term D:

In mid-March, send reminder to Department Heads about the deadline for nomination of TTT nominations (April 15).

Hold an informational Community Meeting about promotion criteria and procedures for all ranks scheduled early in Term D (usually late March and not later than the first week of April).

The pair of COAP members assigned to each department head evaluation meet as necessary. The Tracker produces a summary of survey responses from departmental colleagues. The summary may include verbatim comments but must provide anonymity for all responses. The summary might include a recommendation from COAP, but might not. After drafts have been produced for all reviews, COAP typically holds a meeting to discuss the department head evaluations. All COAP members sign the summary of departmental responses.

Meet with newly elected COAP members. The new committee appoints a new Chair and Secretary for the following academic year.

Nominations received for TTT promotion to Full Professor for the following academic year.

COAP meets with Nominators and Advocates at the end of Term D to form Joint Promotion Committees for each TTT nomination. The joint committee reviews suggestions for external reviewers from the Nominator and Advocate. The Candidate asks Professional Associates and the Nominator asks External Reviewers to agree to write a letter of appraisal when asked by the committee in the summer.

In May/June, send reminders to Department Heads about the deadline for nomination of NTT nominations (July 1).

Produce Annual Report.

See above, as the cycle continues.

Year-round:

Respond with a recommendation to requests for initial appointments above the rank of Assistant Professor (for either TTT or NTT ranks) or for initial appointments as Professor of Practice.

Last revised: 6/27/2017