

**COAS 300.4.8 POLICY AND PROCEDURES FOR THE ELECTION
OF PEER REVIEW COMMITTEES**

Ratified: 05/96, 05/98, 12/98

I. Election of Peer Review Committees**A. Election**

1. It shall be the responsibility of the program/department to conduct the election of peer review committees. The names of the peer review committee members and the peer review committee chair shall be submitted to the Dean's office no later than the end of the first week of instruction of the fall semester.
2. A peer review committee shall consist of three (3) individuals. The tenure-track faculty unit employees of the program/department, in consultation with one another, shall jointly nominate two tenured faculty members ("the common members") from within the program to serve on the peer review committee for all faculty unit employees in the program who are subject to periodic evaluation or who are being considered for retention, tenure, and/or promotion during the upcoming academic year. (C.B.A. 15.35)
 - a. When there are insufficient eligible faculty from within a department to serve as the common members on the peer review committee, the program/department shall nominate members from a related discipline. Each faculty unit employee under review shall then nominate one additional eligible faculty member from any program/department to serve on his/her peer review committee (C.B.A. 15.35)
 - b. Only tenured faculty at a rank above that of the candidate are eligible to serve on peer review committees (see part B. Eligibility, below). When there are insufficient eligible full professors from within a department to serve as the members of a PRC for associate professors seeking promotion, the department may choose to elect two different sets of common members to sit on the department's PRC's. In such cases:
 1. one set of common members shall be elected to serve on the PRC for associate professors seeking promotion; full professors may be nominated from a related program/department to serve as the common members for all associates seeking promotion. Each candidate shall then nominate one additional eligible faculty member from any program/department to serve on his/her PRC;
 2. one set of common members shall be elected to serve on the PRC for all other candidates in the department undergoing review. Each candidate shall then nominate one additional eligible faculty member to serve on his/her PRC.
 - c. When there are insufficient eligible faculty from related departments to serve as the common members on the peer review committee, the department shall nominate

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- members from other universities. Each faculty unit employee under review shall then nominate one additional eligible faculty member from another university to serve on his/her peer review committee.
- d. In the event that a particular department cannot for any reason successfully elect a peer review committee, it should seek mediating services from the A&S Chair of the Faculty.
3. The Program Director/Department Chair (or his/her designee) should consult with those individuals who have been nominated to serve on a peer review committee to determine that they are able to serve. Serving on a peer review committee is an important responsibility of all eligible faculty. Those individuals asked to serve should make every effort to do so. However, in certain circumstances it may not be possible or advisable for a particular eligible faculty member to serve. In such circumstances a replacement shall be nominated in the same manner described in I.A.2 above.
4. The Program Director/Department Chair (or his/her designee) shall then construct a written ballot that lists the three nominated individuals for each faculty unit employee in the program who is subject to periodic evaluation or who is being considered for retention, tenure, and/or promotion during the upcoming academic year.
5. All tenure-track faculty in the program/department shall then be given the opportunity to vote by secret ballot for the peer review committee of each faculty unit employee in the program/department who is subject to periodic evaluation or who is being considered for retention, tenure, and/or promotion during the upcoming academic year.
6. A nominee must receive endorsement by a simple majority of the faculty in the program/department in order to be elected to a peer review committee.

B. Eligible Faculty

All unit three tenured faculty at a rank above that of the candidate are eligible to serve on the peer review committee, with the following exceptions: (C.B.A. 15.37)

- faculty who are currently candidates for promotion are not eligible to serve on peer review committees of faculty who are candidates for tenure and/or promotion. (M.O.U 15.37)
- faculty who are members of the university Promotion and Tenure Committee (PTC) are not eligible to serve on peer review committees. (C.B.A. 15.36)