

# BYLAWS of the PERSONNEL, PROMOTION, and TENURE COMMITTEE

## Article I: Name

This committee shall be known as Committee on Personnel, Promotion, and Tenure. Hereinafter referred to as the PPT Committee or simply, the Committee. This committee shall serve as a standing committee of the Faculty Senate.

## Article II: Purpose

The committee shall make recommendations to the Vice President for Academic Affairs (Provost) and the President of the College in matters pertaining to promotion and tenure of faculty and the granting of sabbaticals, in accordance with the faculty handbook. To fulfill this purpose, the committee shall perform the following:

1. To act confidentially as an advisory body to the President of the College by making recommendations pertaining to the rank and tenure of the members of the Faculty of Instruction; The Committee votes as follows:

The Personnel, Promotion, and Tenure Committee shall vote on applications for tenure, promotion, and sabbatical leaves. Applications shall be deemed favorably endorsed if supported by a minimum of two-thirds of the votes counted, excluding blanks and abstentions. Written ballots must be used for all votes taken for promotion, tenure, and sabbaticals. Members shall vote to approve, to disapprove, or to abstain from voting on the official voting form distributed at the conclusion of the discussion of each candidate's credentials and the subsequent vote motion. The vote shall be tabulated by a teller designated by the Chair and the results of the voting announced with the privacy of the individual vote respected. Note: To be favorably endorsed, the following vote counts are required:

Votes Counted	Number Favorable
14	9
13	9
12	8
11	7
10	7
9	6
8	5

2. To review the non-renewal of contracts for faculty either in tenure track or in contracts of continuous employment;
3. To recommend the granting of sabbatical leaves and leaves of absence.

## Article III: Members

*Revised: 3.24.19*

### *§1: Composition of the Committee*

The full Committee shall consist of fourteen eligible tenured members elected by the faculty of each School from the ranks of Professor and Associate Professor and at large members will be elected by the entire faculty.

1. Deans are not eligible because of their existing mandated role in the application process.
2. There shall be a mix from both ranks that is to be determined by the election process. However, in no case should the Committee have fewer than three members at the rank of Professor or fewer than three members at the rank of Associate Professor.
3. There shall be two representatives for each of the five Schools, one representative from the Libraries and three at-large representatives.
4. In the event an election does not yield a School representative who is willing to serve, an additional at-large position will be elected to serve the term.
5. Any member of the Personnel, Promotion, and Tenure Committee, who is applying for sabbatical leave during an academic year, must excuse himself or herself from sabbatical deliberations during that year.
6. Any member of the Personnel, Promotion, and Tenure Committee applying for promotion during an academic year is excused from all deliberations during that year. An interim member from that school shall be elected for that year.
7. The ex-officio members of the Committee shall be the President of the College and the Provost whose presence shall not be constituted to establish a quorum.
8. Members of the Personnel, Promotion, and Tenure Committee who are on medical leave that prevents their attendance at scheduled meetings are excused from deliberations during that year.
9. Elections will be held for replacement members from the same School where possible. If no School representative is available, an at-large representative will be elected to fill the position for the year.
10. The term of office will be three years. Members may serve two consecutive terms with no more than 1/3 of the members leaving each year.

### *§2: Eligibility for Membership:*

The qualifications for membership are faculty members who have the rank of either Full Professor or Associate Professor and who are tenured.

*Revised: 3.24.19*

### *§3: Membership Terms:*

- A faculty member's term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of 3 years.
- Members may serve two consecutive terms with no more than 1/3 of the members leaving each year.
- A faculty member who has served on the committee for two consecutive years will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term; s/he must wait for a minimum of one year before seeking to return to the committee.
- However, a committee member may serve out the entire duration of their current term, even if it ends after the sixth consecutive year.

### *§4: Removal of Members*

A faculty member of the committee who fails to attend the majority of the meetings may be removed from the committee by a two-thirds (67%) vote of the committee.

## Article IV: Officers

### *§1: Officers*

The committee shall have a Chair and Secretary. The committee may have up to four officers; including a Co-Chairs and Co-Secretaries.

### *§2: Election of Officers*

The Committee shall elect its officers from among its membership at the first PPT meeting in the academic year.

### *§3: Duties of the Chair*

The responsibilities of the Chair is to preside at all meetings. In the event that the Chair is absent from a meeting, the Secretary shall lead the meeting and an Acting Secretary shall be appointed.

### *§4: Duties of the Secretary*

The responsibilities of the Secretary are as follows: keeping of all minutes and records pertaining to the work of the Committee and liaison to the President. The Secretary shall also act as liaison to the School Deans in all official communications.

### *§5: Vacancies*

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See *§2: Election of Officers*, above.)

*Revised: 3.24.19*

## Article V: Meetings

### *§1: Regular Meetings*

The committee will conduct regular meetings beginning with September of each academic year.

1. The Chair shall convene the Committee so that decisions shall be reached by the dates outlined in the faculty Handbook.
2. The agenda for each meeting, determined by the Chair, shall be submitted by the Secretary to the members one week previous to each meeting.
3. Members who do not attend the majority of the scheduled meetings in a given year will be removed from the Committee. The School Dean will be contacted to hold an election for a replacement.
4. Meeting dates will be published by the end of the academic year for the following year. Additional meeting may be added if necessary.

### *§2: Quorum*

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members plus one (8 members). In meetings where the bylaws are amended, two-thirds (67%) of the members, plus one, are required.

### *§3: Special meetings, as needed:*

In order to allow the committee to conduct additional business outside of the its regular meetings, the Chair may call special meetings.

### *§4: Order of Business*

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

### *§5: Cancellation of Meetings*

Meetings of the Committee may be cancelled in cases where there is no business to conduct.

### *§6: Other Meeting Modalities*

In special cases, members may participate in meetings via conference call or web-based video meetings.

*Revised: 3.24.19*

### *§7: Minutes*

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

### *§8: Rules Regarding Non-Members at Membership Meetings*

Non-member participation in committee meetings must be approved by vote of the committee.

## Article VI: Subcommittees

The committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Normally, subcommittee members must also be members of the full committee.

## Article VII: Parliamentary Authority

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

## Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

## Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate.

## Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.

*Revised: 3.24.19*