COTA College Promotion, Tenure, and Post-Tenure Review Committee

- 1) The College Promotion, Tenure, and Post-Tenure (PTP) Review Committee meets as needed to assess colleagues for tenure, promotion, and post-tenure work.
- 2) The committee meets to consider any changes in faculty expectations being considered.
- 3) Membership and Election of Chair:

- e) Writes a letter that in:
 - i) Tenure and Promotion cases includes the recommendation for tenure and/or promotion and articulates the strengths and weaknesses that contributed to the decision.
 - ii) Post-Tenure Review cases articulates whether the candidate is meeting or not meeting expectations and articulates the strengths and/or weaknesses that contributed to that decision.

Copies of the letter are placed in the candidate's portfolio, sent to the candidate, and to those in the appropriate levels of review (see A cademic Affairs/Resources: <u>http://kennesaw.edu/facultyaffairs/resources.html</u>).

- 5)
-) Votes of review committees are by secret ballot.
-) All deliberations and decisions of reviews are confidential and may not be discussed with the candidates or with others outside the review committee's membership.
-) The vote tally for and against recommending promotion and/or tenure will be recorded on the coversheet