Committee on Appointments, Promotions, and Tenure (CAPT) Policy

Purpose
This policy establishes the membership, policies and procedures by which the departmental Committee on Appointment, Promotion and Tenure (CAPT) reviews academic career progress of tenure track faculty, determines when to recommend promotion to the University CAPT and determines what academic level should be requested for new appointments to the faculty.

Background
PMB faculty members are part of the academic community of the University and are expected to participate in scholarly activities of research in addition to teaching and service commitments. To attain academic promotion within the University, faculty members are expected to progress in their career through involvement as clinician-educators, educators, or successful research activities. Within the University, each department has the ability to appoint faculty at the level of Instructor through Assistant Professor. Appointments at Associate Professor or above can be only be made by the Board of Regents after review and recommendation by the University CAPT which operates under the guidelines of the University Instruction 1100.

Committee Charter
The charter is to review and recommend to the Chair, PMB the faculty level of appointment for new faculty and appropriateness of PMB faculty for academic advancement within the University, using as a primary guide, University Instruction 1100.

Membership
a. Members and chair will be appointed by the Chair, PMB
b. The committee will be composed of six senior faculty (full or associate* professor level)
c. The committee will have representation of major disciplines of preventive medicine.
d. A member of the Committee will serve as Chair.

*Associate professor faculty may only vote on promotions to the same level or below.

Responsibilities
a. Request for Review: Requests may be made by an individual faculty member, a supervisor of the faculty member, or the Chair.
b. Review Process: Review will be accomplished by the PMB CAPT.
c. Reports: Reports will be provided to the Chair, PMB by the Chair PMB CAPT. Copies of the reports will be made available upon request by the Chair of PMB to the faculty member and their supervisor.

Procedures –
a. This committee will meet regularly throughout the academic year, mostly on the call of the Chair when there is business to conduct.
b. Recommendations for appointment and tenure will be reviewed, in accord with University instruction 1100. Packets submitted for review should include the
materials necessary to support appointment and/or tenure at the level specified, in accord with Instruction 1100. The CAPT will evaluate recommendations for appointment and tenure for consistency with requirements of the instruction, and make recommendations for action, as judged appropriate. As part of the review process for appointment to the associate or full professor rank, the CAPT will solicit and consider comments from all PMB faculty members with academic appointments at or above the level of the proposed action.

c. Minutes and recommendations of new faculty mentoring committees will be submitted for review to the CAPT, per PMB policy 12.0. The CAPT will review these minutes and make recommendations to the supervisor of the faculty member regarding actions to be taken.

d. Recommendations of the PMB CAPT will be provided to the Chair, PMB in the form of written minutes. The Chair will evaluate the recommendation of the CAPT and determine whether to approve the appointment, if at the Assistant Professor rank or below, or to forward appointments at higher rank or to tenure to the University CAPT.

e. Minutes of all meetings will be kept noting those present and what action(s) were recommended. A signed copy of the minutes will be kept in the office of the Chair.

Date reviewed 9/10/2017

Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics