

## Charter of the University of North Texas Promotion and Tenure Committee

The University Promotion and Tenure Committee (UPTC) hears appeals of tenure and promotion decisions, adjudicates complaints or grievance concerns regarding academic freedom issues, and makes recommendations to the president of the university concerning such appeals and grievances.

### **Application**

Faculty.

### **ARTICLE I.** Relationship to existing university structures

Section 1. The UPTC shall exist independently from the Faculty Senate, the University Review Committee, and any other committees of the university.

Section 2. The purview of the UPTC empowers and enables it to perform these three essential functions on behalf of the faculty:

1. hear tenure and promotion decision appeals;
2. adjudicate complaints or grievances concerning academic freedom;
3. make recommendations to the president of the university concerning such appeals and grievances.

Section 3. The UPTC shall be responsible for developing and amending reappointment, promotion, and tenure policies, in consultation with the president of the University of North Texas, in light of and with respect for principles of shared governance, on behalf of the faculty and subject to ratification by the Faculty Senate of the University of North Texas.

### **ARTICLE II.** Jurisdiction of the UPTC

Section 1. It is understood that the president is vested with authority by the Board of Regents to approve reappointment, promotion, and tenure policies consistent with applicable Regents Rules.

Section 2. The UPTC shall review cases that are appealed to it on matters of reappointment, promotion, and tenure in accordance with UNT Policy 15.0.1, section 15.08.00000 (Policy on Faculty Appointment and Granting of Tenure and Promotion).

Section 3. The authority of the UPTC to make recommendations in appeal cases shall extend to procedural, substantive and any other related matters.

### **ARTICLE III. Committee membership**

Section 1. The UPTC shall be composed of 13 tenured faculty members, as described in Sections 2 and 3 of this Article.

Section 2. One member shall be elected by and from the faculty of each of the Faculty Senate voting groups and may hold the rank of tenured associate or full professor.

Section 3. Five members shall be elected by and from the faculty at large and must hold the rank of tenured full professor.

### **ARTICLE IV. Terms, qualifications and elections**

Section 1. The term of office for each UPTC member shall be three years, with one-third of the members being elected each year. Members may serve no more than two full terms in succession.

Section 2. Faculty in the administrative position of department/division chair or above may not serve on the UPTC while in the office.

Section 3. A vacancy shall be declared if a committee member resigns, is absent from the university for more than one semester or is appointed to the administrative position of department/division chair or above. If a seat is declared vacant, the vacancy shall be filled by special election. A member elected in such circumstances shall serve the remainder of the vacated term, and is eligible for re-election for two full terms.

Section 4. All full-time tenured and tenure track faculty members at the rank of assistant professor or above shall be eligible to vote in elections for the UPTC.

Section 5. The Faculty Senate, on behalf of the UPTC, shall conduct elections annually to replace members whose terms are expiring and immediately after a seat is declared vacant. The elections for members at large shall be held immediately after the election of Faculty Senate voting group representatives. New members shall usually take office at the start of the Fall semester, unless elected to fill a vacant seat, in which case the term begins immediately.

### **ARTICLE V. Officers**

Section 1. Officers are to be elected annually at the UPTC's first Fall meeting.

Section 2. The UPTC shall elect a chair who shall preside at the meetings of the committee and assume other duties as assigned by the committee. The chair must be a full professor.

Section 3. The UPTC shall elect a vice chair, who shall preside in the absence of the chair and assume such other duties as are assigned by the committee. The vice chair must be a full professor.

Section 4. The UPTC shall elect a recorder who shall keep minutes and accurate records of the UPTC meetings (other than appeal hearings) and perform such other duties as are appropriate to the office.

Section 5. The officers shall constitute the Executive Committee of the UPTC. If a position on the Executive Committee is vacated, the UPTC will hold an election to fill that position within 30 days.

#### **ARTICLE VI. Meetings and procedures**

Section 1. The UPTC shall hold at least one meeting per semester, and at other times as required to fulfill its responsibilities under this policy. A quorum is required for any meeting to be held. A quorum shall consist of the majority of the committee or subcommittee.

Section 2. The chair shall call meetings and appeal hearings of the UPTC. The chair must call a meeting when petitioned by at least four members of the UPTC.

Section 3. Subcommittees may be formed to hear appeals for denial of tenure or denial of promotion to full professor. The rules for the formation of the subcommittees are specified in the UPTC's bylaws.

Section 4. All decisions made by the committee require a majority vote of the members present and voting, except in the case of appeal recommendations made by a subcommittee.

Section 5. In the case of appeal hearings heard by a sub-committee, the recommendation shall be made by a majority vote of the sub-committee members present.

Section 6. The UPTC shall notify all parties concerning hearing procedures as specified in Article VI of the UPTC bylaws.

Section 7. The chair of the UPTC shall be responsible for the assembly of all documents concerning each hearing. These documents shall be maintained in permanent files in the Senate Office. Documents maintained under this section shall be confidential to the extent allowed by law.

**ARTICLE VII.** Amendments to the charter and bylaws

Section 1. The charter of the UPTC may be amended in either of the following ways:

- a. approval by two-thirds of members present at a meeting called by the Chair for the purpose of amending the charter; or
- b. initiation by petition of 25 percent of the UPTC members calling for a special meeting for the purpose of amending the charter. Upon verification of the petition, the chair of the UPTC must call a special meeting within 14 calendar days from the receipt of the petition to vote on the amendment. Ratification shall be by two-thirds of members voting.

Section 2. Amendments become effective when approved by the Faculty Senate and the president of the University of North Texas.

Section 3. Amendments to the bylaws shall be initiated by a first reading at any meeting of the UPTC and shall be ratified by a simple majority of the committee members attending the next meeting. Such amendments to the bylaws shall be published in the minutes and filed in the Faculty Senate office.

**ARTICLE VIII.** Enacting this charter

Section 1. This charter becomes effective when adopted by a two-thirds majority of the Faculty Senate voting in a ratification election, and approved by the president of the University of North Texas.

**References and Cross-references**

Charter of the Faculty Senate of the University of North Texas  
Faculty Appointments and the Granting of Tenure and Promotion  
Charter of the University of North Texas Review Committee  
15.1.33 UNT Faculty Discipline Policy