

**To:** Institutional Policy Committee (IPC)  
Council of Academic Deans (CAD)  
Academic Senate Executive Committee (ASEC)  
Academic Senate  
Board of Trustees

**From:** Sarah Projansky, Associate Vice President for Faculty, Academic Affairs  
Angela Fagerlin, Associate Vice President for Faculty, U of U Health  
Contact: Trina Rich, Director of University & Academic Affairs Policy Administration

**Date:** November 2023

**Re:** Editorial Updates to Policy 6-304: University Promotion and Tenure Advisory Committee

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**Introduction and Background:**

Policy 6-304 was last edited substantively in May 1999. As part of a systematic review process recently implemented, this policy was flagged as requiring a review.

**Proposed Changes:**

As a result of the internal review, the following editorial changes are proposed:

- Define both a policy purpose and scope
- Remove numerical reference of faculty membership/academic colleges
- Update vice president for academic affairs to the Associate Vice President for Faculty and Associate Vice President for Health Sciences or designee(s) to match current practice
- Rename sections to match section purpose
- Clarifying edits and rewording
- Update name of Senate Faculty Review Standards Committee
- Remove specific references to policy sections to avoid policy conflicts

**Regulation Development Process:**

The following stakeholders and other advisors have been or will be consulted regarding this proposal:

1. Associate Vice President for Faculty, Academic Affairs and the Associate Vice President for Faculty, U of U Health (Policy Owners, September 2023)
2. Institutional Policy Committee (IPC) (November 10, 2023)
3. Council of Academic Deans (CAD) (email November 2023)

## Proposed University of Utah Regulation Revision

| General Regulation Information   |  |
|--|--|
| <b>Regulation proposed for enactment/revision</b>                            | 6-304: University Promotion and Tenure Advisory Committee.   |
| <b>Policy owner(s)</b>   | Associate Vice President for Faculty and the Associate Vice President for Health Sciences  |
| <b>Policy officer(s)</b>   | Sr. Vice President for Academic Affairs and Sr. Vice President for Health Sciences.  |
| <b>Contact person(s)</b>   | <b>Trina Rich</b>  |
| <b>Other related regulations with proposed revisions</b>                     | None   |
| <b>Planned effective date of revisions</b>                                   | Upon Approval  |
| <b>Brief (1-2 sentence) description of revisions and reason for revision</b> | <ul style="list-style-type: none"> <li>• <b>Move to Template</b></li> <li>• <b>Update # of Colleges</b></li> <li>• <b>Update procedures to match practice</b></li> </ul> |

| Consultation and Approval                               |                     |
|---|---------------------|
| Groups and Stakeholders Consulted                       |                     |
| Office for Faculty-Academic Affairs and Health Sciences |                     |
|   |                     |
|   |                     |
|   |                     |
| Required Approval Steps and Date (if applicable)        |                     |
| Council of Academic Deans (if applicable)               | Email November 2023 |
| Institutional Policy Committee                          | November 10, 2023   |
| Academic Senate Executive Committee                     |                     |
| Vice President or Designee                              | September 2023      |
| Academic Senate (if applicable)                         |                     |
| Board of Trustees (if applicable)                       |                     |

**Policy 6-304: University Promotion and Tenure Advisory Committee- (UPTAC).**Revision 23. Effective date: ~~September 17, 1999~~Pending

|   |          |
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**I. Purpose and Scope****A. Purpose.**

~~(Reserved)~~ To define the membership and duties of the University Promotion and Tenure Advisory Committee.

## B. Scope.

~~(Reserved)~~ This policy applies to the formal review processes for all tenure-line faculty.

## II. Definitions

(Reserved)

## III. Policy

## A. Membership

1. The University Promotion and Tenure Advisory Committee (UPTAC) shall consist of ~~fifteen~~one tenured faculty ~~members~~member from each of the academic colleges and four fully matriculated students, including at least one graduate student, ~~with the vice president.~~
- ~~1.2.~~ The Associate Vice President for academic affairs ~~Faculty and the Associate Vice President for Health Sciences~~ or the vice president's delegated designee(s) serve as ex-officio ~~chairperson-co-chairs.~~

~~B. Election to the committee~~B. Committee membership and alternates

1. The ~~faculty~~ members of the University Promotion and Tenure Advisory Committee shall be elected by the tenure-line faculty of their respective colleges for three-year terms, ~~with one member from each of the colleges.~~ One-third of the ~~faculty-committee member~~ terms shall expire each year.
2. The student ~~member~~members shall be selected for one-year terms according to ~~Procedures~~procedures established by and under the supervision of the Associated Students of the University of Utah. ~~(ASUU).~~
3. Committee members may be reelected and succeed themselves as representatives of their respective areas. ~~To be elected, a~~
4. Each academic college shall conduct an election at the end of the college committee member's term electing the next college committee member and

an alternate. The selected candidate ~~for this committee~~ must receive a majority of the votes cast in the candidate's college.

- ~~4.5.~~ No individual who is an ex officio member of the Academic Senate shall be eligible for election to this committee.

### ~~C. Appointment of alternates~~

### C. Alternates

1. The ~~Personnel and Elections Committee of the~~ Academic Senate shall appoint an request a college alternate to function in the place of any elected member of the committee who resigns or will be absent from the university for one or more semesters, or expects to be absent for such a period. If a duly elected member returns to the university, that member shall assume the committee position and serve out the balance of the term.

### D. Disqualification or Recusal

1. No committee member shall be present during the consideration of any case from a department with which the committee member is associated as a faculty member or a student major, or for any case in which the committee member has been involved in the sequence of review.
- ~~4.2.~~ In addition, committee members shall decline to participate in the consideration of any case in which they have a personal bias or interest which would preclude their making a fair and objective decision.

### E. Duties

1. Case Review. ~~The University Promotion and Tenure Advisory Committee~~ UPTAC shall perform such duties as may be required under the provisions of Policy 6-303, ~~III-H & K,~~ and Policy 6-~~003, III-Section 2-C~~ 321.
2. Standards. ~~The University Promotion and Tenure Advisory Committee~~ UPTAC shall receive and review the annual report of the ~~RPT~~ Senate Faculty Review Standards ~~and Review~~ Committee relevant to

departmental standards, ~~and, based.~~ Based on its experience with given departments' standards, UPTAC may recommend that the ~~committee~~ Senate Faculty Review Standards Committee review the standards of a department.

#### F. Recommendations

1. ~~The~~ UPTAC shall submit recommendations ~~of the University Promotion and Tenure Advisory Committee will be submitted~~ to the cognizant senior vice president.

*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

### IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [ *reserved* ]
- B. Procedures, Guidelines, and Forms. [ *reserved* ]
- C. Other Related Resources. [ *reserved* ]

### V. References

~~A. [ *reserved* ]~~

A. Policy 6-303: Reviews of Tenure-Line Faculty Members (RPT Criteria, Standards, and Procedures)

B. Policy 6-321: Tenured Faculty Reviews (TFR)

### VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty and the Associate Vice President for Health Sciences.

- B. Policy Officer(s): Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

## VII. History

Revision History.

- A. Current version. Revision 23.

1. Approved by ~~---~~ Academic Senate [date], and Board of Trustees [date], with effective date of [date].

- B. Revision 2.

1. Approved by:

a. March 1, 1999 edits Approved: Academic Senate March 1, 1999, Board of Trustees September 17, 1999

b. May 3, 1999 edits Approved: Academic Senate May 3, 1999, Board of Trustees May 17, 1999.

c. The Senate changes on 3/1/99 were approved on 9/17/99 by the Board of Trustees Executive Committee.

1-2. Academic Senate May 3, 1999, and Board of Trustees September 17, 1999,  
with effective date of September 17, 1999.

2-3. Legislative History [reserved]

3-4. Editorial Revisions

a. Editorially ~~Revised~~revised January 5, 2023 to remove ~~outdate~~outdated faculty terms.

b. Editorially revised to remove gendered language on April 11, 2022.

c. Editorially changed ~~January 1/19,-/2010 - Title~~ changed ~~title~~ to include the word ~~"University".~~

C. Previous versions.

4.1. Revision 1. Effective Date. August 20, 1987 to September 16, 1999