

**APPOINTMENT, REAPPOINTMENT, RANK, AND TENURE POLICY**  
**School of Leadership and Education Sciences**  
**University of San Diego**

Approved by SOLES Faculty May 16, 2007

**I. THE FACULTY'S ROLE IN RANK AND TENURE DECISIONS**

The University of San Diego maintains the quality of its faculty through objective and thorough appraisal by competent faculty members of each candidate for reappointment, promotion, and tenure. The Rank and Tenure Committee of each school or college is given primary responsibility for this appraisal. The Committee's functions include the recognition and encouragement of each candidate's achievements (USD, 2.4.2, p. 1).

**II. THE ARRT COMMITTEE'S RESPONSIBILITIES**

- A. STRICT CONFIDENTIALITY is essential to the Committee's deliberations and recommendations. Committee members, and others with whom it is essential for the Committee to consult, must maintain confidentiality in all written and oral communications concerning the appraisal of candidates (USD, 2.4.2, p. 2).
- B. The Committee should strive for promptness and dispatch in the performance of its duties, consistent with judicious and thorough consideration of each case (USD, 2.4.2, p. 2).
- C. The Committee shall assess the evidence provided to it. If in the Committee's judgment the evidence is insufficient to permit it to make a clear recommendation to the President, the Committee's chair will request amplification from the candidate or from the recommending Department Chair or Dean (USD, 2.4.2, p. 2).
- D. Recommendations of the Committee form the basis of action by the President. The Committee's recommendation will include a statement of all significant evidence, favorable and unfavorable. Favorable recommendations require a two-thirds positive vote of Committee members present at the meeting when the vote is taken, with the additional requirement that the favorable votes constitute at least a simple majority of the possible votes of the total Committee membership (USD, 2.4.2, p. 2).
- E. The Committee will report its vote to the President. If its decision is not unanimous, the Committee's report may include separate concurring or dissenting opinions (USD, 2.4.2, p. 2).
- F. After notification of the President's decision, the Committee will send the candidate a copy of its recommendation and accompanying rationale (or summary of report) made to the President (USD, 2.4.2, p. 2).

- G. In May, the outgoing ARRT Committee Chair will review USD and SOLES policy changes from the previous year and update the SOLES appointment, reappointment, tenure, and promotion document as needed (SOLES 5/16/07).
- H. The Chair of the ARRT Committee will ensure that minutes of ARRT Committee meetings are recorded, approved by the Committee with any corrections noted, and maintained in the Dean's office (SOLES 5/16/07).
- I. The ARRT Committee will hold an annual meeting for tenure-track faculty members in order to review submission procedures and guidelines, and to answer any questions related to the ARRT review process (SOLES 5/5/10).

### **III. ARRT COMMITTEE MEMBERSHIP**

- A. The ARRT committee shall be composed of six tenured SOLES faculty members representing each of the four programs, one at-large position, and the SOLES Dean. Two elected, non-tenured faculty members will be present for policy meetings only. Tenured faculty representatives are elected to two-year staggered terms on the ARRT Committee. The at-large, Counseling, and Marital and Family Therapy representatives start their terms during academic years that begin in even-numbered years. The Leadership, and Learning and Teaching members start their terms in academic years that begin during odd-numbered years. Candidates for tenure and promotion are not eligible to serve on the committee in a year they file for tenure and/or promotion (SOLES 10/3/2000).
- B. The ARRT Committee for the following academic year will be elected at the May SOLES faculty meeting. At that time, the September ARRT meeting will be scheduled (SOLES 3/10/04).
- C. The Chair of the ARRT Committee will be elected by the members of the Committee at the May SOLES meeting. The Dean may not serve as Chair of the ARRT Committee (SOLES 3/10/04).