

Operating Principles for PTR procedures for SFA:

1. Whenever possible, the SFA Dean's PTR Advisory Council [hereafter, the Council] will be made up of full professors.
2. When necessary, as when a department has an insufficient number of full professors, associate professors may serve but may not vote on cases for promotion to full professor at the SFA level.

Elections:

1. In order to maintain the faculty voice in shared governance activities such as PTR, all members of the Council will be elected from constituent faculty from each department.
2. Council elections for each department will take place before elections for Departmental PTR committees in order to encourage the greatest number of committee members to be at the rank of full professor.
3. All tenured full professors in SFA are considered eligible for election automatically for the Council. Faculty may be excused due to sabbatical, personal, research leaves or other extraordinary circumstances.
4. If fewer than 3 full professors reside in any department then associate professors may be added to the ballot for the Council.
5. If fewer than 5 tenured faculty reside in any department then the department head may select, and/or invite members from other departments to serve on department committees, but only after Council elections take place. Tenured faculty in the home department will serve on either the Council or department committee before the department head appoints or invites non-department faculty to serve at the department level.

Voting procedures:

1. No individual may cast more than one vote on any PTR case in a given year. If a faculty member is elected to the Council, or the department committee, they will cast their votes as members of those bodies and not as faculty at large in their home department, in those departments that conduct an at-large faculty vote.