

**Date:** September 14, 2016

**To:** Department Chairs

**From:** Daisy Lemus  
Interim Associate Vice President, Faculty Affairs

**Subject:** Eligibility for Membership on Department and College Personnel Committees

We have received several recent inquiries regarding service on personnel committees. The following sections from the *Administrative Manual* set forth the policies related to service on the personnel committees:

1. A faculty member who is eligible for promotion or otherwise personally under consideration may not serve on any personnel committee. (Section 612.2.5, page 20) Please note that tenured Associate Professors who are in their fifth or longer year in rank may **NOT** serve on Department or College Personnel Committees. Even if they elect to withdraw from consideration, they remain ineligible to serve. The fact that they do not intend to submit a file for promotion consideration does not affect their ineligible status.
2. Tenured Associate Professors who are in their first, second, third, or fourth year in rank and not under review for promotion may serve on personnel committees, but they may not participate in promotion deliberations involving other Associate Professors. (Section 612.2.1, page 19) Only the members of personnel committees who are higher in rank may participate in deliberations related to promotion. They may however, participate in deliberations related to tenure of Associate Professors.
3. Faculty participating in the Faculty Early Retirement Program (FERP) are not eligible to serve on College Personnel Committees. However, faculty participating in the Faculty Early Retirement Program may be eligible to serve on Department Personnel Committees charged with retention, tenure, and/or promotion reviews but only with the approval by the Provost. For more information on the process by which service by FERP faculty on Department Personnel Committees may be approved, see Section 612.2.1, page 19.
4. Eligible faculty members are obligated to serve on personnel committees, if elected, unless they are appointed or elected to a University position that prohibits dual service, are unable to serve for health reasons, or are on an approved leave of absence. (Section 612.2.2, page 19-20)
5. Faculty members cannot serve on a recommending agency that would permit the casting of a second recommendation on a faculty member during an academic year. (Section 612.2.3, page 20) In other words, a faculty member could serve on several Department Personnel Committees, but not on a College Personnel Committee and a Department Personnel Committee in that College.

Please let me know if you have questions about these matters.

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cc: Provost Li  
College Deans  
PP&R Chair, Sheila Grant