# BYLAWS

DONALD W. REYNOLDS SCHOOL OF JOURNALISM
AND CENTER FOR ADVANCED MEDIA STUDIES
UNIVERSITY OF NEVADA, RENO

Approved by the unit faculty on August 20, 2013
Approved by the dean on August 20, 2013
Approved by the President on August 22, 2013

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Bylaws</td>
<td>p. 2</td>
</tr>
<tr>
<td>II. Organization and Administrative Structure</td>
<td>p. 3</td>
</tr>
<tr>
<td>III. The Faculty</td>
<td>p. 9</td>
</tr>
<tr>
<td>IV. Personnel Policies</td>
<td>p.11</td>
</tr>
</tbody>
</table>
I. BYLAWS

1. Authorization

These bylaws are authorized in accordance with the bylaws of the University of Nevada, Reno.

2. Scope of bylaws

These bylaws provide for the organizational and administrative structure and the personnel policies and procedures of the Reynolds School of Journalism (RSJ).

3. Adoption of bylaws

These bylaws shall be in force upon (1) approval by a majority of the Voting Faculty (as defined by section III.2.e. of these bylaws) by secret ballot, (2) approval by the dean of the RSJ, and (3) approval by the university president.

4. Amendment of bylaws

Any member of the RSJ Faculty may propose amendments to the bylaws. Proposed amendments must be presented at approximately the same time in writing to the dean and to the Voting Faculty (as defined herein). A list of Voting Faculty may be obtained from the dean’s office. The dean shall schedule a School Meeting to take place not fewer than ten days and not more than thirty days after receipt of proposed amendments. During this meeting, the dean shall administer a vote on the proposed amendments by written, secret ballot. The proposed amendments shall be in force upon (1) approval by at least two-thirds of the Voting Faculty by written secret ballot, (2) approval by the dean, and (3) approval by the university president.

5. Interpretation of bylaws

Questions of interpretation of these bylaws shall be directed to the dean. If the dean’s interpretation is in conflict with the interpretation of the majority of the RSJ Faculty as expressed by vote in an official meeting, the dean will seek adjudication from the President of the University of Nevada, Reno, or his/her designee, for a ruling. This appeal shall take the form of a written request for adjudication of the issue by the president.

These bylaws shall be consistent with and subordinate to the University of Nevada, Reno Bylaws, the Nevada System of Higher Education (NSHE) Code (Title 2, Board of Regents Handbook), the laws of the State of Nevada, and the laws of the United States of America, and no provision or interpretation of these bylaws shall conflict with any of these superior sources of law and policy.

As used in these Bylaws, the term “School Meeting” shall have the meaning described in section II.1. of these Bylaws, and the terms “RSJ Faculty;” “Academic Faculty;” “Adjunct Faculty;” “Administrative Faculty;” “Graduate Faculty;” “Instructional faculty;” “Tenured Faculty;” “Tenure-Track Faculty;” “Non-Tenure Track Faculty;” and “Voting Faculty” shall have the meanings described in section III of these Bylaws.
II. ORGANIZATION AND ADMINISTRATIVE STRUCTURE

Consistent with the mission of a school of journalism, the RSJ may consist of the following types of personnel: (a) Administrative Faculty, including the dean, any associate or associate deans designated by the dean as provided for by these bylaws, and any other staff designated by the dean as Administrative Faculty (b) the Academic Faculty (c) Adjunct and Letter of Appointment faculty (LOAs) and (d) support personnel, which includes, but is not limited to, classified staff.

1. School Meeting.
   
a. Frequency. School meetings shall be held at least once a month during the regular academic year. In addition, the dean may call additional School Meetings as necessary.

   i. In addition, the dean will call a school meeting if any member of the RSJ Faculty requests it with the written support of at least one-quarter of the Voting Faculty.

b. Notice and Agenda. The dean shall prepare a preliminary agenda with supporting materials for each School Meeting and distribute such materials no later than four working days before the meeting. The final agenda shall include any item offered by a member of the RSJ Faculty so long as the agenda item is received at least 48 hours prior to the meeting.

c. Composition and Attendance. All RSJ Faculty (including LOAs), and support personnel may attend and participate in a School Meeting.

d. Voting. Voting at a School Meeting shall be in accordance with section III.5. of these bylaws. When absent from a School Meeting, a faculty member may designate any member of the Voting Faculty as a proxy. The absent member shall inform the dean by telephone, in writing, or electronically (e.g., e-mail, text) of his/her anticipated absence prior to the meeting, and provide the name of the proxy.

e. Procedure. The School Meeting shall proceed according to Robert’s Rules of Order, except that voting at a School Meeting shall be in accordance with section III.5. of these Bylaws.

f. Minutes. The dean’s office assistant takes notes and writes up the minutes of each school Meeting. Once the minutes have been written, the dean’s office shall prepare and distribute them to the RSJ Faculty within fifteen working days of the meeting.

2. The Dean

   a. Duties and Responsibilities. The president and provost determine the duties and responsibilities of the dean. However, as chief executive officer of the RSJ, the dean’s duties typically include: work with the members of the RSJ Faculty to set the goals for the RSJ; represent the RSJ with the university administration and
outside constituencies; manage the budget; evaluate members of the RSJ Faculty; and development. The dean is responsible for the hiring of RSJ Faculty and staff, personnel policies, and policies affecting students. The dean is also responsible for the formulation of faculty role statements, as described in section IV.3.A. of these Bylaws, to ensure that role statements are equitable across the faculty.

b. Appointment. When a vacancy occurs in the dean's position, the RSJ Faculty shall request that the president form a search committee to select a new dean. As part of its request, the faculty will elect six individuals from the RSJ Faculty and the president will elect five professionals and community members. The president will also appoint the chair of the search committee. As directed by the president, the search committee will screen the application of candidates and solicit opinions from the RSJ Faculty. It will then convey in writing to the president a slate of unranked candidates that lists the strengths and weaknesses of each.

c. Evaluation. The dean shall be evaluated with respect to the performance of his or her duties and responsibilities. To this end, during the period when personnel evaluations are done, a survey will be distributed to the Voting Faculty. The Personnel Committee shall coordinate distribution, collection, and analysis of these surveys. A copy of the results shall be sent to the dean and to the office of the Executive Vice President and Provost. In addition, there shall be a broader periodic evaluation for the dean if requested by the president. This evaluation shall be done on a rotating schedule, with advice from the Faculty Senate, once every three to five years. This evaluation process and its instruments shall be the responsibility of the President, in consultation with the Faculty Senate, and the results of this evaluation shall be advisory to the President.

d. Acting and Interim Authority. The president shall determine who has authority to act as dean if the dean departs suddenly or is incapacitated. The president also has authority to appoint an interim dean.

3. The Academic Chair

a. Duties and Responsibilities. Duties and responsibilities of the academic chair of the RSJ may change over time. However, specific duties and responsibilities will be determined in a stipend PDQ and outlined in the academic chair’s annual role statement.

b. Appointment. A majority of the instructional faculty will recommend to the dean the appointment of an individual member of the instructional faculty as academic chair. The recommendation shall be by individual secret ballot. Any member of the instructional faculty is eligible to serve as academic chair. Such election nomination shall be held between December 1 and December 15 during the final year of office of the incumbent, unless such election is delayed by a majority vote of the Voting Faculty.
After consideration of the instructional faculty’s recommendation, the dean shall submit the nomination to the president for approval. If the dean does not approve the instructional faculty’s recommendation, the dean will respond to the faculty in writing stating the reasons for his or her disapproval. In the event of disapproval by the dean, the instructional faculty may either submit an alternative recommendation for appointment or replacement of a department chair, or appeal to the president for adjudication on its original recommendation.

In all cases, the academic chair is appointed by the president on the recommendation of the dean. The academic chair’s continued service is at the pleasure of the dean.

c. Term of office. The term of office for the academic chair shall be three academic years. The term begins July 1 and ends on June 30. The academic chair may be reappointed for one additional continuous term on approval of a majority of the instructional faculty and the dean.

d. Evaluation. The academic chair shall be evaluated annually with respect to the performance of his or her duties and responsibilities. The evaluation will follow the evaluation process outlined in section IV.4. of these Bylaws. In addition, the academic chair’s evaluation process shall include an annual survey completed by the RSJ Faculty. The RSJ Personnel Committee shall coordinate distribution, collection, and analysis of these surveys. A copy of the survey results shall be provided to the dean, and the personnel committee shall use these results in its recommendation to the dean.

4. The Director of the Graduate Program in Journalism (Graduate Director)

a. Duties and Responsibilities. The Graduate Director is responsible for the initiation, development, maintenance and improvement of graduate programs and services for the school. These responsibilities include the recruitment of new graduate students, processing applications for entrance into the program, advising incoming and prospective students, assigning graduate assistantships, scheduling courses, program assessment, coordinating student summer internships, and convening at least one meeting of the graduate faculty per semester.

b. Appointment. The graduate director will be appointed by the dean upon recommendation by a majority of members of the graduate faculty. A majority of the graduate faculty will recommend to the dean the appointment of an individual member of the graduate faculty as graduate director. The recommendation shall be by individual secret ballot. Any member of the graduate faculty is eligible to serve as academic chair. Such election nomination shall be held between December 1 and December 15 during the final year of office of the incumbent, unless such election is delayed by a majority vote of the voting faculty.

After consideration of the graduate faculty’s recommendation, the dean shall submit the nomination to the president for approval. If the dean does not approve
the instructional faculty’s recommendation, the dean will respond to the faculty in writing stating the reasons for his or her disapproval. In the event of disapproval by the dean, the graduate faculty may either submit an alternative recommendation for appointment or replacement of a department chair, or appeal to the president for adjudication on its original recommendation.

In all cases, the Director of the Graduate Program is appointed by the president on the recommendation of the dean. The Graduate Director’s continued service is at the pleasure of the dean.

c. Term of Office. The term of office for the Graduate Director shall be three academic years. The term begins July 1 and ends on June 30. The Graduate Director may be reappointed for one additional continuous term if so recommended by a majority of the Graduate Faculty and approved by the Dean.

d. Evaluation. The Graduate Director shall be evaluated annually with respect to the performance of his or her duties and responsibilities. The evaluation will follow the evaluation process outlined in section IV.4. of these bylaws. In addition, the Graduate Director’s evaluation process shall include an annual survey of the Director’s performance completed by the Graduate Faculty, with the exception of the dean if the dean is a member of the Graduate Faculty. The personnel committee shall coordinate distribution, collection, and analysis of these surveys. A copy of the survey results shall be made available to the dean, and the Personnel Committee shall use these results in the creation of its recommendation to the Dean.

5. School Committees

a. Personnel Committee

i. Duties and Responsibilities. The Personnel Committee is an advisory body that makes recommendations to the dean with respect to the annual evaluations of full-time members of the faculty, the Academic Chair, and the Graduate Director. The Personnel Committee is also responsible for gathering faculty input as part of the Provost’s evaluation of the dean.

ii. Membership and Terms of Service. The personnel committee shall consist of three full-time members of the Instructional faculty, their terms staggered so that at least two experienced members serve each year. Members shall be elected in a vote of the Instructional faculty administered by the dean during a school meeting. This election shall take place at the beginning of fall semester each academic year, but may be delayed by a majority vote of the Voting Faculty. The term of service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint a member of the RSJ Faculty to serve for the remainder of that former member’s term.
iii. Procedures. Each academic year, members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed. The chair position shall rotate every year, with each member serving at least one year in that capacity. The personnel committee shall use role statements as defined in section IV.3. of these Bylaws, and criteria for evaluation outlined in section IV.4. of these Bylaws as a guide for its activities.

b. RSJ Curriculum Committee

i. Duties and Responsibilities. The RSJ curriculum committee shall oversee the RSJ curriculum by performing duties that include the following:

- Review and evaluate course additions, deletions, and proposed changes to the undergraduate curriculum.
- Review and make recommendations on any proposed additions or deletions in degree programs in the RSJ.
- Review the RSJ curriculum and make recommendations to ensure that it remains responsive to the needs of students.
- Make recommendations on academic standards as needed.
- Coordinate the curriculum assessment program.

ii. Membership and Terms of Service. The RSJ Curriculum Committee shall consist of three members of the Instructional faculty, their terms staggered so that at least two experienced members serve each year. Members shall be appointed by the dean prior to the start of the fall semester. The term of service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint an eligible member of the RSJ Faculty to serve for the remainder of that former member’s term.

iii. Procedures. Each academic year, members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

c. Scholarship Committee

i. Duties and Responsibilities. The scholarship committee shall solicit and review applications for journalism scholarships, and make decisions for awarding these scholarships.

ii. Membership and Terms of Service. The scholarship committee shall consist of three members of the Voting Faculty, their terms staggered so that at least two experienced members serve each year. Members shall be appointed by the dean prior to the start of the fall semester. The term of
service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint an eligible member of the RSJ Faculty to serve for the remainder of that former member’s term.

iii. Procedures. Members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

d. Technology Committee

i. Duties and Responsibilities. The RSJ Technology Committee shall, based on information solicited from faculty and staff, recommend policies regarding deployment of the various technologies used at the School. The committee shall also investigate and recommend technologies and strategies that may prove useful in RSJ’s teaching and research activities. After consulting with faculty and staff, including the RSJ Technology Coordinator, the committee shall advise the dean on the use of available resources for the purchase of computers, software and other technological items and services.

ii. Membership and Terms of Service. The technology committee shall consist of three full-time members of the Voting Faculty, their terms staggered so that at least two experienced members serve each year. Members shall be appointed by the dean prior to the start of the fall semester. The term of service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint a eligible member of the RSJ Faculty to serve for the remainder of that former member’s term.

iii. Procedures. Members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

e. Diversity Committee

i. Duties and Responsibilities. The RSJ Diversity Committee shall work to increase the diversity of the RSJ faculty and student body, as well as to ensure that diversity issues are considered and featured in RSJ curricula and programs. Its activities may include, but are not limited to, collecting information related to the diversity of faculty searches and the role of diversity in student retention and graduation, for the purposes of accreditation, as well as for developing initiatives, policies and procedures to enhance diversity in the RSJ. The committee shall provide an annual report to the dean on its activities.

ii. Membership and Terms of Service. The Diversity Committee shall consist of three members of the Voting Faculty, their terms staggered so that at least two experienced members serve each year. Members shall be
appointed by the dean prior to the start of the fall semester. The term of service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint an eligible member of the RSJ Faculty to serve for the remainder of that former member’s term.

iii. Procedures. Members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

f. Assessment Committee.
  i. Duties and Responsibilities. The Assessment Committee shall work to implement the RSJ Assessment Plan that seeks to assess learning outcomes for our students in an ongoing, systematic manner, and to apply assessment data to improve curriculum and instruction.

  ii. Membership and Terms of Service. The Assessment Committee shall consist of three members of the Voting Faculty, their terms staggered so that at least two experienced members serve each year. Members shall be appointed by the dean prior to the start of the fall semester. The term of service for each member shall be three academic years. In the case of a vacancy, the dean shall appoint an eligible member of the RSJ Faculty to serve for the remainder of that former member’s term.

  iii. Procedures. Members of the committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

g. Ad Hoc Committees. In addition to the committees listed in these Bylaws, the dean may create ad hoc committees as needed. The dean shall inform the RSJ Faculty of the creation of any ad hoc committee. After creation, such ad hoc committees may serve for a period of up to two calendar years from creation.

  i. Duties and Responsibilities. The duties and responsibilities of ad hoc committees created by the dean shall be established by the dean, in consultation with the faculty and staff.

  ii. Membership and Terms of Service. The membership of committees created by the dean shall be appointed by the dean.

  iii. Procedures. Members of each ad hoc committee shall elect a chair. The chair shall be responsible for calling and facilitating meetings, and ensuring that the work of the committee is completed.

III. THE FACULTY
1. The faculty shall participate in shared governance of the RSJ in accordance with these Bylaws, the University of Nevada, Reno Bylaws, and the NSHE Code.

2. All members of the RSJ Faculty shall enjoy academic freedom.

3. The RSJ Faculty shall consist of all persons holding professional positions as provided in the NSHE Code.

   a. For the purposes of these bylaws, "Administrative Faculty" means faculty employed in executive, supervisory or support positions, as defined in the NSHE Code. Reassignment and removal from an administrative position shall be in accordance with the NSHE Code.

   b. For the purposes of these bylaws, “Academic Faculty” includes all instructional, research, and library faculty, as defined in the NSHE Code. Tenured Faculty are the subset of Academic Faculty who have been granted tenure. Tenure-track Faculty are the subset of academic faculty on probationary status and eligible to apply for tenure. Non-Tenure-Track Faculty are academic faculty in positions of any rank who are not eligible for tenure.

   c. For the purposes of these Bylaws, “Instructional faculty” includes all continuing RSJ Faculty with teaching responsibilities at the RSJ in their role statements or position descriptions. This includes all faculty holding endowed chairs in the RSJ but excludes LOAs and contingent lecturers.

4. Graduate Faculty. Graduate Faculty are those members of the RSJ Faculty who meet university requirements as defined in Section 15 of the UNR Bylaws. Members of the RSJ Faculty who have not been appointed to the Graduate Faculty may, upon approval of the dean, be permitted to teach specified graduate courses, and, upon approval by the graduate school, may recommend individuals to serve on graduate advisory-examining committees. But, unless approved by the Graduate School, such persons shall not be permitted to chair graduate advisory-examining committees.

5. Voting Faculty. All RSJ Faculty employed on at least a .5 FTE basis in the School of Journalism, except for contingent lectures or LOAs, shall constitute the Voting Faculty, and shall have the right to vote, in person or by proxy, at School Meetings. At all times, voting rights shall conform to the UNR Bylaws.

   a. Voting on Tenure: In accordance with UNR bylaws, voting on granting or denial of tenure is limited to members of the Tenured Faculty. No member of the RSJ Faculty may vote on his or her own appointment, tenure or promotion, or in cases when an obvious conflict of interest exists.

   b. Voting on adoption and revision of bylaws: Voting on adoption and revision of these Bylaws shall be in accordance with UNR bylaws. Adoption of these Bylaws shall be by a majority of Voting Faculty, voting by written, secret ballot.
Amendment of these bylaws shall be by two-thirds of the voting faculty, voting by written, secret ballot.

6. Recruitment and Appointment

   a. Search Committee. The dean shall notify the RSJ Faculty when a continuing faculty position is created or becomes vacant, and shall form a search committee. The search committee shall consist of members of the RSJ Faculty and others as deemed appropriate by the dean. In all cases, a majority of the committee’s members must be members of the RSJ Faculty. If the vacancy is a tenure-track position, at least two members of the search committee must be Tenured Faculty. The dean shall appoint a chair for this committee, who must be a member of the RSJ Faculty.

   b. Search Committee Process. In consultation with RSJ Faculty and the dean, the search committee will publicize a job description by means of a position announcement in accordance with UNR and NSHE policy. The committee shall review the credentials of applicants and recommend preferred candidates to the dean. Upon the dean’s approval, these candidates will be invited to visit the RSJ.

   c. Selection. After interviews have been completed, the dean shall call for a School Meeting. At this meeting, the chair of the search committee will place the names of the preferred candidates before the RSJ Faculty for discussion. The Voting Faculty, as defined by these Bylaws, shall provide the dean with a list of the strengths and weaknesses of each candidate. The dean shall make the appointment, taking this list under advisement.

IV. PERSONNEL POLICIES

1. Faculty members shall be informed of any recommendation or decision of the dean in any personnel matter affecting them.

   a. Role Statements

      i. At the beginning of each calendar year, the dean will meet with each member of the Academic Faculty to draft a role statement. These role statements serve the important function of linking the professional goals of individual faculty member to the school’s broader mission.

      ii. Role statements will outline goals for the year in the areas of teaching, research/creative/professional activity, and service.

      iii. In the case that a faculty member’s role or criteria for meeting standards changes during the course of the year, the dean and the individual faculty member will meet and agree on a written revision of the role statement.

      iv. Faculty who are hired for the fall semester shall meet with the dean within four weeks of their start date to prepare a role statement for the rest of the
The role statement will be put in writing and signed by the dean and the new faculty member, and will serve as that faculty member’s role statement for the duration of the calendar year.

2. Annual Evaluation

The dean shall evaluate each member of the RSJ Faculty in writing at least once annually.

a. Early in each calendar year, each member of the RSJ Faculty is responsible for submitting their annual evaluation and merit review form and supporting documentation, based upon a schedule set by the dean.

i. For Academic Faculty, the annual evaluation and merit review form shall be submitted to the personnel committee. The personnel committee shall then compare each individual faculty member’s accomplishments in the prior calendar year to that year’s role statement for that faculty member. In doing this, the committee shall review all documentation of faculty accomplishments.

ii. For Administrative Faculty, the annual evaluation and merit review form shall be submitted to the individual faculty member’s supervisor. The supervisor shall then complete his or her own evaluation of the faculty member for submission to the dean, who shall accept, reject or modify the supervisor’s evaluation.

b. The dean shall use role statements, position description questionnaires and/or information provided by the Personnel Committee evaluations, and/or supervisor evaluations, as appropriate, and his or her own review of the record to evaluate each individual faculty members’ performance.

i. For Academic Faculty, this evaluation shall be done in accordance with item 2,716 of the University Administrative Manual, and shall describe the individual’s strengths and weaknesses in the three categories of service, teaching, and research/creative activity; and goals for improvement, as well as the dean’s evaluation and recommendation(s).

ii. For Administrative Faculty, this evaluation shall be done according to the process outlined by item 2,715 of the University Administrative Manual, and should address the major accomplishments and challenges of the faculty member during the evaluation period, and plans for enhancing professional/managerial growth and effectiveness, as appropriate, for the next appraisal period, as well as the dean’s evaluation and recommendation(s).

c. The dean shall provide all evaluations in writing. The dean shall also meet with each member of the faculty to review his or her evaluation, answer questions, and address outstanding issues. At the end of this process, the individual faculty
member shall sign the completed evaluation to indicate that he or she has read the evaluation. The signing of the evaluation does not mean that the faculty member agrees with the evaluation. The dean shall sign the completed evaluation as well.

d. Completed evaluations shall be sent to Human Resources.

3. Promotion and Tenure

a. As with annual evaluations, ratings of performance for promotion and tenure are criteria outlined in the NSHE Code.

b. The policy document, “Evaluation, Promotion, and Tenure Guidelines,” which is kept by the dean’s office, outlines more specific criteria and evidence for what counts as excellence in the three areas.

c. Tenure and Promotion Process

i. RSJ Faculty members may apply for tenure and/or promotion in accordance with NSHE and UNR bylaws.

ii. In order to be considered for an award of tenure and/or promotion, a faculty member must receive an “excellent” rating in standards one (teaching) and two (research), and no less than a “satisfactory” rating in the other. In addition to standards one and two, an academic faculty member being recommended for appointment with tenure must receive a “satisfactory” rating or better in the area of service.

iii. At their time of appointment, faculty members will be placed on a tenure or non-tenure track.

iv. Tenure-Track Faculty will be subject to a review of their progress at the end of their third academic year.

v. In the case of an application for promotion, the candidate will put together a portfolio of accomplishments to date in the areas of teaching, research/creative activity, and service. The candidate will also complete the Promotion & Tenure application plus the supporting materials (or portfolio) and submit this material to the dean. The dean shall form an ad hoc committee consisting of all members of the faculty holding the rank to which promotion is sought, or any higher rank, for the purpose of considering the application for promotion. This committee shall review the faculty member’s portfolio and provide a written evaluation to the dean. This evaluation is for advisory purposes only. The dean shall take the evaluation of the committee in consultation, as well as his or her own
vi. In the case of an application for tenure, the candidate will put together a portfolio of accomplishments to date in the areas of teaching, research/creative activity, and service. The candidate will also complete the Promotion & Tenure application plus the supporting materials (or portfolio) and submit this material to the dean. The dean shall form an ad hoc committee consisting of all members of the tenured faculty, for the purpose of considering the application for tenure. This committee shall review the faculty member’s portfolio and provide a written evaluation to the dean. This evaluation is for advisory purposes only. The dean shall take the evaluation of the committee in consultation, as well as his or her own evaluation of the portfolio, and make a determination as to whether or not to recommend that tenure be granted and that the application move forward to the University level for consideration. The dean shall convey this determination to the candidate in writing.