

Institute for Behavioral Genetics
Policies and Procedures
Tenure Votes for Institute Rostered IBG Faculty
Proposed to IBG Directorate, May 8,2023

Description of this document and background

This document explains IBG policy and procedures for providing input on tenure cases for Institute rostered IBG faculty members.

The first level of tenure and promotion review for Institute rostered IBG faculty occurs in the faculty member's departmental tenure home. The department will put together a dossier that is forwarded to the relevant Dean's office. This dossier includes statements by the faculty member, letters of reference, and a letter from the Chair of the department which includes a report of the vote by the eligible faculty in the department and discussion about the case. When relevant, the Director of the institute where the faculty is rostered is also asked to write an evaluative letter to include in this dossier regarding the faculty member's progress and merit for promotion from the Institute's perspective.

The most important promotion decision regards tenure itself, and this policy applies only to that decision. For IBG faculty to have input into this important decision, tenured Faculty Fellows whose line is through the Institutes and primary appointment at IBG will vote on tenure cases, and the vote outcome and a summary of the discussion will be included in the Director's letter, along with the Director's own evaluation. Note that while Institutes do not have a formal vote on tenure cases (those lie only with the faculty member's tenure home and the two promotion committees at the Dean's office and the Vice Chancellor's office), unofficial votes in institutes are allowed as a way to quantify overall faculty sentiment within the institute, and this sentiment can be conveyed in the Director's evaluative letter, which is included in the faculty member's tenure dossier.

General policies

- Faculty Fellows whose line is through the Institutes and primary appointment at IBG are eligible to vote.
- Around the time that the tenure dossier (PUEC) is distributed to faculty in the tenure home of the IBG faculty member, the Director will distribute this same dossier to IBG faculty eligible to vote on the case.
- Shortly after the dossier is distributed and before the department votes, the Director will call a meeting of the eligible faculty to discuss the tenure case, and a vote will be taken at that meeting.
- The outcome of this vote and discussion on the case will be conveyed in the Director's letter, which will be provided to the department as additional input to their official vote.