

## **Shippensburg University-Wide Professional Affairs Committee Guidelines**

There shall be one standing faculty committee – the Professional Affairs Committee. The chair may appoint ad hoc committees as the need arises. Following is the order in which the three subcommittees (University-wide Promotion Committee, Sabbatical Leave Committee, and Tenure Committee) are selected.

The University-wide Promotion Committee (UWPC) is chosen by the faculty using the election process in place for faculty and APSCUF elections in the spring. Nominees will be requested from each of the Academic Departments and will stand for election to the UWPC during the spring faculty elections. The terms of office will be staggered—one year 8 are elected and one year 7 are elected. Faculty elected will serve a two-year term and there will be a two-term limit. After the second two-year term, the faculty member must have a break in service for a minimum of two years.

Nominees not elected to the UWPC will constitute the Sabbatical Leave Committee and the Tenure Committee. If an academic department does not choose to put anyone up for election to the UWPC, they will have to select someone from their department to serve on either the Sabbatical Leave or Tenure Committee. The service on one of these two committees will be determined at the organizational meeting following the April elections. No two members from the same department can serve on the same PAC committee. Only tenured faculty may serve on Promotions and Tenure Committees. All departments must be represented somewhere in the PAC.

At the PAC organizational meeting in April following the faculty elections, the UWPC, the Tenure, and the Sabbatical Leave Committees will elect their individual chairs. The PAC should be divided as follows: approximately 40% of the PAC membership will comprise the UWPC, 25% of the membership will be on the Sabbatical Leave Committee, and 35% will constitute the Tenure committee. All members of the three committees will elect a PAC chair.

The quorum for the PAC and each subcommittee shall be two-thirds of the membership. A legal vote shall be a majority of the members present.

The duties of the individual subcommittees shall be those prescribed in the current Collective Bargaining Agreement. Each year procedures for carrying out these duties shall be reviewed by the PAC and any changes shall be approved by the FACULTY prior to their implementation.

*Approved by Faculty vote in April 2006*