COLLEGE OF
Engineering, Architecture
&Technology

Reappointment, Promotion, and Tenure College Wide Committee Procedures	Policies and Procedures CEAT-H-007 Effective Date: 10/9/2026

Introduction

1.01 The College of Engineering, Architecture, and Technology (CEAT) adheres to Oklahoma State University Policies and Procedures (OSU P&P) #2-0902 and #2-0903. The purpose of the CEAT-H-007 Policy and Procedure is to document procedures for CEAT's Reappointment, Promotion, and Tenure College-Wide Committee (RPT-CWC). Note: Any procedures dictated in this document that conflict with OSU P&P will be superseded by the respective OSU P&P.

Membership and Structure

2.01 The RPT-CWC will consist of eight CEAT tenured full professors and one career track professor. The members of the RPT-CWC will be elected to staggered three-year terms. The members of the RPT-CWC, except the career track member, may vote on reappointment, promotion, and tenure (RPT) actions within their home units, only if they recuse themselves from votes in Sections 2.11 and 2.12, which is consistent with university policy of one person-one vote in the RPT process.

2.02 All CEAT tenured full professors, except those with more than a 30% administrative position or those who are the only full professor in their unit, will be eligible to serve on the RPT-CWC. Each academic unit needing to replace their representative will hold an election for their new member on the RPT-CWC in September of the year for the upcoming RPT cycle. The results of these elections shall be transmitted to the CEAT Associate Dean for Faculty Affairs. The career track members will be voted on by all the career-track, tenure-track and tenured faculty members in September of the year for the upcoming RPT cycle.

2.03 The members of the RPT-CWC shall serve staggered three-year terms and may serve no more than two consecutive three-year terms on the RPT-CWC. Representatives from Architecture; Fire, Construction and Emergency Management; and Materials, Mechatronics and Manufacturing Engineering (collectively called Group 1) will serve an initial one-year term, representatives from Mechanical and Aerospace Engineering; Electrical and Computer Engineering; and Chemical Engineering (collectively called Group 2) will serve a two-year term and the representatives from Industrial Engineering and Management; Civil and Environmental Engineering (collectively called Group 3); and the career track faculty will serve an initial three-year term. Should any member be unable to complete their term of service, a special election to fill the remainder of that member's term will be held.

2.04 At the first meeting each year of the RPT-CWC, the members will elect a chair. The chair will coordinate the timely review of RPT documentation and oversee the writing of the opinion letter to the dean.

Function and Procedure

2.05 The dean's delegate will collect the RPT packages from the units and examine them for completeness.

2.06 For packages which the recommendation (positive or split) is not fully justified and documented by the School Head and/or the Unit RPT Committee. The dean has the prerogative, but not the requirement, to remand the RPT package back to the unit with instructions as to what further actions should be taken.

2.07 Prior to the dean's full and comprehensive review, all complete packages must be first forwarded to the RPT-CWC.

2.08 The charge of the RPT-CWC is to examine the documentation provided by the faculty members under RPT consideration, the standards that have been adopted by the unit, and the Statements of Recommendation provided by the unit personnel committee and the unit administrator for:

a. Fairness in procedure and review at the departmental level and
b. Consistency in procedure and review within the college.

2.09 The RPT-CWC is also charged to render a professional opinion concerning the qualifications and merit of the candidate for reappointment, promotion, or tenure.

2.10 A quorum (simple majority) of the eligible voting members of the RPT-CWC must be present at any meetings of the RPT-CWC, to conduct official business, be it in person or with available technology (phone, video conference, etc.).

2.11 For all RPT packages, the RPT-CWC will provide the dean in their recommendation letter with a simple statement for each package indicating whether the committee finds there was fairness in procedure and review at the unit level and consistency in procedure and review within the college. If the committee feels the procedure and process was unfair or inconsistent, a further statement articulating their reasoning should be included.

2.12 For all RPT packages, the RPT-CWC shall render a professional opinion on the candidate's qualifications and merit for reappointment, promotion, or tenure. If the committee is divided, both majority and minority opinions shall be included in a single recommendation letter. The committee shall not offer opinions regarding unit standards or procedures. The committee chair is authorized to break tie votes, thereby establishing the majority and minority opinions.

2.13 When conducting the full review of qualifications and merit, the RPT-CWC will review the unit RPT criteria under which the candidate was evaluated and the complete submitted package including all external review letters. The RPT-CWC may consult with the candidate's unit RPT Committee Chair to assure that all RPT-CWC members fully and accurately understand the unit's metrics and procedures. The career track member of the RPT-CWC shall not vote on matters of reappointment, promotion, and tenure of tenure-track and tenured faculty members.

2.14 For all packages, the RPT-CWC will provide a written recommendation letter to the dean that indicates whether and how the personnel action being considered is justified based upon qualifications along with merit plus fairness and consistency.

2.15 The RPT-CWC shall complete their deliberations within the timeframe specified in the University and CEAT schedules.

Date approved by CEAT Tenured and Tenure-Track Faculty: 10/9/26

Date approved by the CEAT Dean and CEAT Executive Council:10/2/26

Date approved by the Provost: