

Ombudsperson Guidelines

The Provost's Office establishes the following guidelines for the ombudsperson policy 405.6.5:

1. The ombudsperson is not part of the P/T committee – they do not have a vested interest in the outcome of the P/T meeting aside from the process. The ombudsperson will verify that due process has been followed at the meeting.
2. The ombudsperson does not vote during the decision process.
3. The ombudsperson is required to have earned promotion with tenure, but does not have to be of rank equal to or greater than the candidate. For example, a tenured Associate Professor can serve as an ombudsperson on committees for faculty seeking promotion from Associate to Full Professor.
4. The ombudsperson will serve primarily on college committees. A faculty member cannot serve as an ombudsperson on a P/T committee in their own department. An ombudsperson may be asked to serve beyond their college but only in specific circumstances.
5. The ombudsperson would be invited to the meeting in advance but does not have to review the file. They are present to guide the implementation of process, as outlined in policy 405.
6. It is the responsibility of the promotion and tenure committee chair to contact the ombudsperson in advance to schedule their participation.
7. The ombudsperson will sign the promotion and tenure committee's letter indicating that due process was followed at the meeting.
8. If the ombudsperson cannot sign a statement indicating due process was followed at the meeting, then they will report irregularities to the department head or supervisor and the dean or other administrator.
9. The Provost's Office will annually solicit and train a group of ombudspersons.
10. The Provost's Office will maintain the list of university ombudspersons for use on promotion and tenure committees. Whereas policy 405.6.5 does not indicate a term or limit to a term of service, the ombudsperson will be contacted each year to determine their willingness to serve. Some colleges or units may set term limits for the ombudsperson.