



## STRITCH SCHOOL OF MEDICINE

Cuneo Center 328 • Health Sciences Campus  
2160 S. First Ave. • Maywood, IL 60153  
P 708.216.3326 • W LUC.edu/stritch

# Committee on Academic Rank and Tenure (CART) BYLAWS

## Purpose

The purpose of the Committee on Academic Rank and Tenure (CART) is to ensure that faculty appointments are appropriate for the Loyola University of Chicago (LUC) Health Sciences Campus (HSC) Stritch School of Medicine (SSOM), and that faculty are promoted and/or granted tenure according to the guidelines developed by CART and approved by the SSOM/HSC and by LUC. Actions and decisions of CART are made in accordance with the LUC Faculty Handbook. The final decisions of CART are considered as recommendations made to the Dean of SSOM in accordance with the LUC Faculty Handbook.

## Responsibilities

The SSOM CART and its members are responsible for the following:

- Monthly review of the faculty appointments to the SSOM, and voting on these appointments electronically in LUC Sakai;
- The yearly promotion and tenure review of SSOM faculty;
- Approval and/or Renewal of Endowed Chair positions;
- Periodic review and revision of approved SSOM promotion and tenure guidelines;
- Development of materials used to describe appointment, promotion and tenure criteria in greater detail to inform and educate SSOM faculty members;
- Consideration and approval of new categories and/or new academic tracks, including guidelines and criteria, of SSOM faculty;
- Other SSOM faculty-related issues as determined by SSOM, HSC and/or LUC leadership, which may include assigned projects or tasks for specific CART members, as determined by the CART chair.

## Membership

The Dean of the SSOM appoints all CART members. CART membership is for a three-year term, beginning in July 1 and ending June 30 of the third following year. These appointments are renewable. Members are required to be at the rank of Associate Professor or Professor.

CART membership is composed of the following:

- A Chair appointed by the SSOM Dean, who is a non-voting member;
- The Vice dean of Education of SSOM, who serves as the Vice-Chair of CART;
- The Assistant Provost of Faculty Administration as a non-voting member;
- The Assistant Dean of Diversity of SSOM, who is a non-voting member
- 16 to 20 CART voting members, appointed by the SSOM Dean, consisting of representation from basic science and clinical departments and of appropriate rank.
  - A majority of members will be full professors;
  - A limit of 3 department chairs;
- One medical student representative may be included if needed, with one alternate.
- Other *ex officio* members, as deemed necessary by the CART Chair.



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### CART Support

CART is supported by the Faculty Administration Coordinator, who is responsible for preparation of committee materials, in-person meetings, and the drafting of meeting minutes, which is finalized and approved by the CART Chair.

### CART Meetings/Dates

Traditionally CART meets on the second Thursday of each month, in the Provost's Conference Room (Room 429). To accommodate the busy schedules of CART faculty, the monthly reviews of appointments and voting are done electronically through Sakai, which offsets the need for in-person meetings every month. The Faculty Administration Coordinator will send out Outlook Appointments when in-person meetings are required. However, CART members should keep the scheduled dates and times available for impromptu meetings deemed necessary by the CART Chair.

Of note, the annual Promotion and Tenure Review meetings are always in-person meetings that are held in September, October and November. Attendance is strongly encouraged for all CART members, as a quorum of votes is required for promotion procedures. Dependent upon the number of promotion packets submitted for review, these meetings last approximately 3 hours and require additional time outside of the scheduled meeting to review the promotion packets.

### CART Procedures

CART meetings shall run in a manner determined by the CART Chair. When the Chair determines that parliamentary procedure is required, or is evidenced by a majority vote of those attending the meeting, the latest edition of [Robert's Rules of Order](#) shall determine procedure.

- **Confidentiality:** CART respects the privacy of all current and potential faculty members. Part of CART membership includes access to information that is personal and confidential regarding faculty appointments, promotion and tenure applications, endowed chair reviews and any other CART related materials, including discussions through Sakai or at the CART in-person meetings. CART members agree to maintain all said information in trust and strict confidence, and to not discuss said information outside of the CART committee, unless deemed necessary by institutional officials.
- **Voting:** Only tenured faculty members are eligible to vote on applications for tenure. Only full professors are eligible to vote on applications for promotion to full professor as well as on renewal of endowed chair positions. Associate Professors and full Professors vote on Associate Professor promotions.
  - **Appointment Voting and Sakai:** Review and voting on the monthly appointment packets as well as renewal of endowed chair positions, are done through [Loyola's Sakai site](#). This is a secure website and only CART members have access to the contents on the CART website. All CART members are expected to review the appointment packets on a monthly basis and vote by the deadline provided in the monthly email announcement sent by the Faculty Administration Coordinator. Discussions on the appointments can be sent through Sakai as well.
  - **Promotion and Tenure Voting:** Discussion and voting on applications for promotion and/or tenure, are done at the in-person CART meetings and proceed when a majority of CART members whom are eligible to vote on the specific applications, are present.



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The Assistant Dean of Diversity or another ex-officio CART member, (other than the chair or staff liaison), will count the ballots and report results to the full committee. Ballots are considered approved or disapproved by a majority of eligible votes in either category.

- ***Conflict of Interest:*** A potential conflict of interest exists for a member of CART if the applicant is from the same academic department or the same division within larger clinical departments. A potential conflict of interest also exists if a CART member has provided any written documents that are part of the appointment, promotion and/or tenure application or it is determined that a CART member has a conflict of interest for any other reason.

CART voting members who do not have a potential conflict of interest regarding an application for appointment, promotion and/or tenure will participate in the deliberation and voting for the application. Those who have a potential conflict of interest will not be present during this deliberation and vote.

Voting on applications for promotion and/or renewal of endowed chair positions are done via anonymous ballot. CART members will recuse themselves from discussions and voting of a candidate being considered for promotion or tenure when a conflict of interest arises. For example, such conflicts occur when a CART member is in the same department as a candidate being reviewed. CART members do not need to recuse themselves from discussions and voting when reviewing faculty in the same secondary department or if they are in a different division in one of the larger departments, such as Medicine or Surgery.

### **CART Meeting Attendance:**

Rules on CART member attendance are solely established so that CART may effectively conduct its business each month. For months in which CART does not have an in-person meeting, attendance to the meeting is counted if the CART voting member has reviewed and voted on the current month's appointments. As stated above, attendance during the promotion meetings and any additional in-person CART meeting is strongly encouraged.

Accordingly, CART members are required to attend a minimum of two-thirds of meetings annually. Please note that the three fall meetings in September, October and November count as two meetings due to length. Attendance is kept on the LUC Application Portal in the Committee Tracker. For CART members to receive credit (in terms of documented annual effort), they will be required to attend a minimum of 10 of the 15 meetings annually.

### **Additional Resources for CART Members:**

Additional resources for CART members are located at the SSOM Faculty Administration website under 'Committee on Academic Rank and Tenure'.

<https://ssom.luc.edu/cart/>

Effective: July 2021