I have been getting some question on the TPC/TARC alternates. I am copying you for your information.

1) What is the role of the alternate? Are they meant to attend all meetings and review all material, with the idea that they will only serve if an alternate is needed? This is a significant amount of work to ask someone to do on the off chance they are asked to participate at the last minute. The role of the alternate.

   Regarding the tenure-track alternate, s/he would only attend meetings in the following situations:

   a) a TPC member is disqualified from considering a case due to a conflict of interest or a reasonable apprehension of bias. The alternate substitutes for the member for the consideration of that case only.

   b) a TPC becomes seriously ill (not just a minor temporary illness) or is otherwise unable to continue serving and the work of the committee is at an early-enough stage so that they can participate fully.

2) How do we elect/ratify an alternate? We often don't get more than 6 nominations (and have to struggle to get the required number in each category), but it was suggested the person with the next highest number of votes becomes the alternate. What if the nominee that is next in line is unwilling to serve as an alternate - faculty may not wish to be nominated if they could wind up as the alternate.

   The election of alternates is common for senate committees. Here's a description of how that happens:

   In the election of alternates, normally the "first runner-up" gets to be the alternate. If the vote is for 1 regular and 1 alternate, voters get to chose 2 candidates and the candidate receiving the highest number of votes is elected to the regular position; the runner-up to the alternate position. In a case where a candidate has expressed an interest to run as an Alternate, this is also allowed and in the case referred to above, if there was only one candidate who wished to run as an Alternate, that person would be declared elected by acclamation.
3. What happens if the alternate throws off the composition of the committee (e.g., the Assistant Prof has to be replaced, and the replacement is a full Prof? or the female member of the committee is replaced by a male alternate?) Wouldn't finding an alternate with the appropriate rank and/or gender be more appropriate in a committee where these are important criteria?

   The normal rules regarding rank and gender don't apply to the alternate.

4. The role of the TARC alternate.

   Because there is only one teaching-only faculty member on the TARC, the role of the alternate is crucial if the former is unavailable. Probation, promotion and performance review considerations for teaching-only faculty cannot happen without that representative being present, so if the TARC representative is unavailable for whatever reason, the other person must substitute to the conclusion of the consideration of those particular cases.