

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Promotion and Tenure Policies and Procedures Committee

TOPIC:

Language on delivery of evaluation letters to the Dean in Section III.AA – Time Table for Tenure and Promotion to all Ranks is inconsistent with the language in Section III.A.4.f. from which the Time Table is produced.

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The language in the Nov 4th entry of the Faculty Policies and Procedures Manual Time Table in Section III.AA has confused some Department Chairs and/or Promotion and Tenure Committees as to who is responsible for forwarding the Promotion and Tenure Committee’s evaluation letter to the Dean. The Time Table in Section III.AA is derived from the written narrative in Section III.Z. Subsection III.Z.4.f. clearly states that the Department Chair “shall transmit both recommendations to the Dean.”, but the Time Table may be construed as allowing each entity to transmit its own evaluation letter to the Dean independently. This proposal seeks to make the Time Table in Section III.AA consistent with the written guidance in Section III.Z.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

FPPM Section III.AA – Time Table for Tenure and Promotion to all Ranks:

By November 4	Department Chair and Department Promotion and Tenure Committee sends to college Dean candidate’s portfolios and final
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	recommendations <u>from both the Department Chair and the Department Promotion and Tenure Committee.</u>
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RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

This updated narrative makes the Time Table in Section III.AA consistent with the guidance in Section III.Z., which is intended to inform the Time Table in Section III.AA.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors: