

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:

Adjustment to FPPM Timetables for review of missing items in professional portfolios – *FPPM Section III.U.-Timetable for Probationary Review of Tenure-Track Faculty in Their Second through Fifth Years of Probationary Period* and *FPPM Section III.AA-Time Table for Tenure and Promotion to All Ranks*

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):

During the 2022-2023 Promotion and Tenure evaluation cycle, a combination of deadlines on weekends and holidays resulted in only two days for Promotion and Tenure committees to review professional portfolios for completeness. The Provost issued a policy exception for this evaluation cycle year and asked the Promotion and Tenure Policies and Procedures Committee to consider a more permanent solution.

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.U - Timetable for Probationary Review of Tenure-Track Faculty in Their Second through Fifth Years of Probationary Period:

By September 3	Promotion and tenure candidates and probationary candidates in their second through fifth year submit portfolios to Department Chair (or to Chair of the Department Promotion and Tenure Committee if candidate is the Department Chair).
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By September 8 <u>13</u>	Department Promotion and Tenure Committee circulates portfolios of promotion and tenure candidates and probationary candidates to members and notifies candidates of any missing items. All missing materials must be submitted by the candidate within one week of notification.
By September 15 <u>20</u>	Portfolios are now considered complete; no new materials may be added except for a letter of exception or clarification as provided in 11b above.

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

By September 3	Candidates submit portfolios to Department Chair (or to Chair of the Department Promotion and Tenure Committee if candidate is the Department Chair).
By September 8 <u>13</u>	Department Promotion and Tenure Committee circulates portfolios of candidates to members and notifies candidates of any missing items. All missing materials must be submitted by the candidate within one week of notification.
By September 15 <u>20</u>	Portfolios are now considered complete; no new materials may be added except for a letter of exception or clarification as provided in Section III, Z. Procedures for Promotion and Tenure, item 1.i.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Note that there is no proposed change to the Sept 3rd entry in either table. It is simply included above for context. The latest date that the initial portfolio might be due is Sept 6th, when Sept 3rd falls on a weekend, followed by the Labor Day holiday on Sept 5th. In this case, the current language of the FPPM pushes the due date that portfolios are due to Sept 6th. Changing the deadline for identifying missing materials to Sept 13th provides a minimum of five business days for this step in the process. Changing the date indicating that portfolios are complete to Sept 20th assures probationary candidates and/or candidates for tenure and promotion of five business days to provide missing items.

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:

Coversheet updated 9/2017