

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: *Committee on Promotion and Tenure Policies and Procedures*

TOPIC: Revision to the section of the Faculty Policy and Procedures Manual (FPPM) related to Procedures for Tenure and Promotion to all Ranks -Section III. U.Z.1.e, als, e *Timetable for Probationary Review of Tenure-Track Faculty in Their First Year of the Probationary Period and for Review of Clinical Educators and Lecturers, and the Timetable for Probationary Review of Tenure-Track Faculty in Their Second through Fifth Years of Probationary Period*

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 proposal originates from the *Committee on Promotion and Tenure Policies and Procedures*. The intent of the changes is to remove a number of days from the narrative and instead refer to the table for specific dates to improve clarity and consistency between the narrative and the table.

The changes also clarify the process when a request for reconsideration is made and what happens to the request for reconsideration and the written reply to that request during the process.

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): These are the suggested changes as they would read without strike-out and additions.

11. Reconsideration -of Review: A probationary faculty member may request that the Department Promotion and Tenure Committee and/or the Department Chair reconsider their respective conclusions before the letters are forwarded to the Dean. The faculty member may also enter a statement of exception or clarification into the professional portfolio, and such letter shall become a part of the portfolio.

a. The reconsideration of review process shall follow the schedule set forth in either the Timetable for Probationary Review of Tenure-Track Faculty in Their First Year of the Probationary Period and for Review of Clinical Educators and Lectures or the Timetable for Probationary Review of Tenure-Track Faculty in Their Second through Fifth Years of Probationary Period (Timetable) as applicable.

b. If requested, the Department Promotion and Tenure Committee and/or Department Chair shall meet with any probationary faculty member, clinical educator, or lecturer receiving a negative recommendation by the date specified in the appropriate Timetable.

c. A request for a reconsideration must be made in writing by the date set forth in the applicable Timetable. The request shall be delivered to the committee chair if the committee's letter is to be reconsidered or to the department chair if the chair's report is to be reconsidered. A written reply to the request for reconsideration shall be provided by the dates specified in the applicable Timetable. If no amendment to the review letter is made, the written reply indicating such will become part of the professional portfolio. No initial letter is to be forwarded to the Dean or PVPAA before the date specified in the applicable Timetable. If amendments to the initial letter(s) of the committee and/or chair are ultimately made, the amended letter shall become part of the portfolio and the original letter, request for reconsideration, and written reply to the request for reconsideration shall be purged immediately.

First-year Faculty Timetable (pg 128)

<u>By February 15</u>	<u>Department Promotion and Tenure Committee and/or Department Chair replies in writing to any written requests for reconsideration of negative recommendations. If no amendments are made to an initial letter, the written reply becomes part of the professional portfolio. If amendments to an initial letter are ultimately made, the original letter, request for reconsideration, and written reply to the request for reconsideration shall be purged immediately.</u>
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Second-Fifth year Faculty Timetable (pg 131)

<u>By November 17</u>	<u>Department Promotion and Tenure Committee and/or Department Chair replies in writing to any written requests for reconsideration of negative recommendations. If no amendments are made to an initial letter, the written reply becomes part of the professional portfolio. If amendments to an initial letter are ultimately made, the original letter, request for reconsideration, and written reply to the request for reconsideration shall be purged immediately.</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):

The changes are needed to improve clarity and consistency between the narrative and the tables and to also clarify the language regarding the request for reconsideration and the written reply to that request. And to address a lack of clarity on when these should be purged and when they should become part of the professional portfolio.

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:

U. PROBATIONARY REVIEW OF TENURE-TRACK FACULTY

The standard probationary period for new faculty members is six years but may be altered at the time of appointment. Regardless of the length of the probationary period, all newly appointed faculty will be evaluated under the criteria for First-Year Review and the [Timetable for Probationary Review of Tenure-Track Faculty in Their First Year of the Probationary Period and for Review of Clinical Educators and Lectures](#)

Because instructors reside in tenure-track lines, the review of instructors follows the procedures and timelines below. Refer to [Section III,J. Selection, Appointment and Reappointment of Faculty](#) for more information.

The purpose of this review is to evaluate the probationary faculty member's professional skills and to enable the reviewing committee to make accurate and constructive recommendations to the candidate, the Department Chair, the Dean, and the Provost and Vice President for Academic Affairs (PVPAA). The Department Promotion and Tenure Committee and the Department Chair review probationary faculty under the conditions described below. Probationary faculty seeking promotion or tenure in the current academic year must follow the procedures outlined in [Section Z. Procedures For Tenure And Promotion to All Rank](#) instead of those in Section U. Probationary Review of Tenure-Track Faculty.

1. **Professional Portfolio:** Each probationary faculty member shall establish in his or her first year of service, and shall update annually, a professional portfolio for the use of the committees and individuals involved in review. The portfolio shall contain evidence of the candidate's credentials, teaching proficiency, and professional growth. Details about the items to be included in the portfolio are in [Section III, S. Professional Portfolio and Curriculum Vitae](#).
2. **Electronic Portfolio:** Departments may choose to allow or require electronic submission of materials for the portfolio. The format chosen for submission of electronic portfolios by the department must conform to privacy policies established by the University. Access must be limited at each stage of the process to those with authority in the promotion and tenure process at that point (the candidate, members of the Department Promotion and Tenure Committee, Department Chair, Dean, PVPAA, President, Board of Visitors). When electronic portfolios are used, letters from the Department Promotion and Tenure Committee, Department Chair, Dean, PVPAA, President, and Board of Visitors will be provided in hard copy as well as electronically.
3. **First-Year Review:** During the first semester, the Department Promotion and Tenure Committee meets with the probationary faculty member to set expectations and to discuss the

probationary review process. The Department Chair may assign a faculty member to mentor the probationary faculty member during the first year. The first-year review shall be limited to a consideration of teaching effectiveness and participation in department activities as defined by departmental standards in [Section IV Guidelines for Faculty Evaluation and Review](#). The timetable for the first-year review is found at the end of this section.

4. **Review Criteria:** The Department Promotion and Tenure Committee and the Department Chair shall separately review the probationary faculty member during the first, second, third, fourth, and fifth years of full time teaching. The review shall discuss the candidate's credentials and performance, identifying strengths and making suggestions for improvement. Except for the first year, the review shall be in terms of the following criteria:

- a. Possession of the recognized terminal degree.
 - b. Quality teaching, service and scholarship as defined by University and departmental standards in [Section IV Guidelines for Faculty Evaluation and Review](#).
5. All probationary reviews shall be conducted by the dates specified on the timetable found at the end of this section. Probationary faculty members may not decline probationary reviews nor prevent the specified communication of the results of those reviews.
6. **Classroom Performance:** In addition to reviewing materials contained in the candidate's professional portfolio, the Department Promotion and Tenure Committee members and the Department chair, when feasible, shall observe the candidate's classroom performance within the following guidelines:
- a. Normally, classroom visits should be scheduled in advance. The full class period should be observed. The candidate may wish to brief the visitor concerning the plans for that period.
 - b. The recommendations shall include a detailed report on the observation(s).
7. Members of the department, including the chair, may provide signed information in writing to the Department Promotion and Tenure Committee on the candidate's performance and activities. The committee shall share such information with the candidate.
8. The Department Chair and the Department Promotion and Tenure Committee address their letters of recommendation to the faculty member. Each letter shall contain at least the findings as to the probationary faculty member's professionally relevant strengths and any aspects of the member's performance which might discourage the eventual making of an offer of tenure if not corrected, including classroom observation feedback. In first-year review, the review will be confined to the considerations set forth above.
9. The Department Chair's and the Department Promotion and Tenure Committee's letters shall contain explicit recommendations as to whether the probationary faculty member's contract should be renewed.
10. The chair and the committee exchange these letters and the Department Chair forwards copies of both letters to the faculty member. Following any necessary reconsiderations or appeals as specified below and in the timetable, the Department Chair forwards copies of the final recommendation letters to the appropriate dean and the PVPAA. These copies will be maintained in those offices and become part of the professional portfolio.
- 11. Reconsideration of Review:** A probationary faculty member may request that the Department Promotion and Tenure Committee and/or the Department Chair reconsider their respective conclusions before the letters are forwarded to the Dean. The faculty member may also enter a statement of exception or clarification into the professional portfolio, and such letter shall become a part of the portfolio.
- a. The reconsideration of review process shall follow the schedule set forth in either the [Timetable for Probationary Review of Tenure-Track Faculty in Their First Year of the Probationary Period and for Review of Clinical Educators and Lecturers](#) or the [Timetable for Probationary Review of Tenure-Track Faculty in Their Second through Fifth Years of Probationary Period \(Timetable\)](#) as applicable.

~~a.~~b. If requested, the Department Promotion and Tenure Committee and/or Department Chair shall meet with any probationary faculty member, clinical educator, or lecturer receiving a negative recommendation by the date specified in the appropriate Timetable.

~~b.~~c. A request for a reconsideration must be made in writing and within five calendar days of the faculty member's receipt of the Department Promotion and Tenure Committee's or the Department Chair's letter, whichever is to be the subject of the reconsideration by the date set forth in the applicable timetable. The request shall be delivered to the committee chair if the committee's letter is to be reconsidered or to the department chair if the chair's report is to be reconsidered. A written reply to the request for reconsideration shall be provided by the dates specified in the applicable Timetable. If no amendment to the review letter is made, the written reply indicating such will become part of the professional portfolio. No initial letter is to be forwarded to the Dean or PVPAA before the expiration of such five-day period date specified in the applicable timetable. If amendments to the initial letter(s) of the committee and/or chair are ultimately made, the

~~a.~~ amended letter shall become part of the portfolio and the original letter, request for consideration, and written reply to the request for reconsideration -shall be purged immediately.

~~e.b.~~ A letter of exception or clarification may be entered by the faculty member within five calendar days of his or her having received an original or amended department level letter (from the Department Chair or Department Promotion and Tenure Committee). The department level letter shall not be forwarded to the dean or PVPAA prior to the expiration of such five day period. Further, no review summary to which such letter pertains shall be forwarded to either the dean or the PVPAA without being accompanied by the letter of clarification or of exception. The faculty member shall provide copies of the letter to all persons who had previously participated in that particular review. Such a letter will also become part of the professional portfolio.

11.12. **Access to Documents:** Probationary faculty members shall have access to the documents which comprise their review according to the following provisions:

- a. The faculty member involved may retain originals or copies of all probationary review documents. The department chair shall retain copies or originals, which were submitted to or gathered by the department tenure committee during the course of the reviews.
- b. Except when needed by the Department Promotion and Tenure Committee/s, the Dean, and/or the PVPAA for purposes of either considering whether to renew a probationary contract or for purposes of a promotion or final tenure review, all such retention by the Department Chair shall continue until at least such time as:
 - (1) The probationary faculty member is promoted or is awarded tenure, or
 - (2) All procedures or opportunities, whether provided by the University directly or otherwise under state law, for appealing a final decision not to award tenure or a continuing probationary contract have expired, been exhausted, or been waived by the faculty member, whichever occurs last.
- c. Prior to the destruction of any documents associated with the review, they shall be offered without charge to the faculty member for his or her own purposes; in the case of materials submitted electronically, documents will be archived.
- d. The faculty member shall have access to, and may make copies of, all other materials obtained by the Department Promotion and Tenure Committee during the course of its probationary reviews of that faculty member.
- e. No person or organization other than the probationary faculty member, the members of the Department Promotion and Tenure Committee, the Department Chair, the primary department secretary, the Dean, the PVPAA, the President, the members of the Board of Visitors, or the University's legal representation may have access to the portfolio without the written consent of the faculty member.

References: Faculty Handbook, 1982, 1986; Organization of Teaching Faculty, December 5, 1985; December 4, 1986; March 5, 1987; January 14, 1988; November 10, 1988; Longwood College Board of Visitors, July 16, 1982; April 7, 1988, April 23, 1999; Board of Visitors, June 15, 2001, June 18, 2004, June 14, 2013; Faculty Senate, April 8, 2004; April 26, 2012, April 11, 2013; February 4, 2016, March 2, 2017, April 5, 2018, February 11, 2021, April 8, 2021.

*Timetable for Probationary Review of Tenure-Track Faculty in Their
First Year of the Probationary Period and for Review of Clinical Educators and Lecturers*

If any date falls on a weekend or University recognized holiday, the due date is the next business day.

<i>Fall Semester</i>	<i>Action</i>
Beginning of contract period	Department Chair gives all new faculty copies of department policies on and observation timeframe for probationary review. Department Promotion and Tenure Committee meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.
By August 29	Department Chair provides to Chair of Department Promotion and Tenure Committee a list of tenure-track faculty in their first year of teaching, clinical educators and lecturers.
By December 9	Probationary candidates submit portfolio to Department Chair (or to Chair of the Department Promotion and Tenure Committee if candidate is the Department Chair).
By December 10	Department Chair provides the Chair of the Department Promotion and Tenure Committee the portfolio of probationary tenure-track faculty in their first year of teaching, clinical educators, and lecturers.
By December 15	Department Promotion and Tenure Committee circulates portfolios of probationary review faculty, clinical educators and lecturers, to members and notifies probationary faculty members of any missing items. All missing materials must be submitted by the candidate within one week of notification.
By December 22	The portfolio is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in 11b above, and student evaluations as soon as they are available.
<i>Spring Semester</i>	<i>Action</i>
By January 27	Department Chair and Department Promotion and Tenure Committee exchange letters of recommendation for first-year probationary tenure-track faculty members, clinical educators or lecturers. The recommendation letter is to be addressed to the faculty member. Department Chair forwards copies of both letters to the probationary faculty member.
By February 3	Department Promotion and Tenure Committee and/or Department Chair meets with any first-year probationary faculty member, clinical educator, or lecturer receiving negative recommendation, if requested.

By February 8	Candidate files written request of reconsideration of a negative recommendation with Department Promotion and Tenure Committee and/or Department Chair .
By February 15	Department Promotion and Tenure Committee and/or Department Chair replies in writing to any written requests for reconsideration of negative recommendations. <u>If no amendments are made to an initial letter, the written reply becomes part of the professional portfolio. If amendments to an initial letter are ultimately made, the original letter, request for reconsideration, and written reply to the request for reconsideration shall be purged immediately.</u>
By February 21	Copies of final review letters from the Department Chair and the Department Promotion and Tenure Committee for first-year probationary faculty members, clinical educators, or lecturers are sent by the Department Chair to the Dean and PVPAA .
By February 28	If recommending that a contract not be renewed for tenure-track faculty in their <i>first year</i> of employment, the Dean writes a letter to the PVPAA with a copy to the candidate, Department Chair , and Department Promotion and Tenure Committee .
By March 5	Candidate may file a written request for reconsideration of terminating contract with Dean .
By March 12	Dean replies in writing to any written request for reconsideration. Dean sends letters of recommendations and portfolios to the PVPAA .
By March 19	For candidates who have not filed for reconsideration of their cases, the PVPAA sends contract recommendations to the President , with a copy to the candidate, Department Chair , Department Promotion and Tenure Committee Chair , and respective Dean . For candidates with a recommendation from the Dean for a terminating contract or for not renewing a contract, the PVPAA completes recommendation and writes letter to candidate, Department Chair , Department Promotion and Tenure Committee Chair , and respective Dean . Letters are to be addressed to the candidate.
March Board Meeting	Board of Visitors acts on contract recommendations from President .
By March 24	If applicable, candidate files written request for reconsideration of terminating contract with PVPAA .
By March 31	PVPAA replies in writing to any written request for reconsideration of terminating contract.

By April 5	Candidate may request a hearing by the Faculty Status and Grievances Committee regarding the recommendation for terminating contract.
By April 20	If the Faculty Status and Grievances Committee has granted a hearing, it provides its report to the President , with a copy to the PVPAA . If the candidate has requested a hearing by April 5, but the Status and Grievances Committee believes it will be unable to complete its report by April 20, the Committee and the candidate may jointly ask for a delay. In such cases, the PVPAA and the President will normally postpone action on the case until the Status and Grievances Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.
By April 27	PVPAA sends contract recommendation to the President , with a copy to the candidate, Department Chair, Department Promotion and Tenure Committee Chair , and the respective Dean .
By May 1	Completion of any delayed appeal by candidate(s) to PVPAA or President . Completion of election of members and officers of Department Promotion and Tenure Committee for following year.
By May 2	PVPAA provides Dean of the college and Department Chair list of faculty eligible for promotion and/or tenure the following year, and Department Chair provides list to department members and Chair of Department Promotion and Tenure Committee .
By May 5	President notifies candidate, Department Chair, Department Promotion and Tenure Committee Chair , and the respective Dean of the disposition of the case. The letter is to be addressed to the candidate.
Summer Board Meeting	Board of Visitors acts on contract recommendations from President .

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

If any date falls on a weekend or University recognized holiday, the due date is the next business day.

<i>Fall Semester</i>	<i>Action</i>
Beginning of contract period	Department Chair gives to all faculty copies of the department policies on probationary review and promotion and tenure review. Department Promotion and Tenure Committee meets with probationary faculty members during the first semester to set expectations and to discuss the probationary review process.
By August 29	Department Chair provides to Chair of Department Promotion and Tenure Committee a list of tenure-track faculty in their first year of teaching, faculty in the probationary review period, and faculty who wish to be considered for tenure and promotion.
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).
By September 8	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	Portfolios are now considered complete; no new materials may be added except for a letter of exception or clarification as provided in 11b above.
By October 22	Department Promotion and Tenure Committee returns portfolio of probationary candidates to Department Chair .
By October 29	Department Chair and Department Promotion and Tenure Committee exchange letters of recommendation for probationary faculty members in their second through fifth years. Department Chair forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the probationary faculty member.
By November 3	Department Promotion and Tenure Committee and/or Department Chair meets with any probationary faculty member receiving negative recommendation, if requested.
By November 10	Probationary candidate files written request for reconsideration of a negative recommendation with Department Promotion and Tenure Committee and/or Department Chair .

By November 17	Department Promotion and Tenure Committee and/or Department Chair replies in writing to any written requests for reconsideration of negative recommendations. <u>If no amendments are made to an initial letter, the written reply becomes part of the professional portfolio. If amendments to an initial letter are ultimately made, the original letter, request for reconsideration, and written reply to the request for reconsideration shall be purged immediately.</u>
By November 23	Copies of final probationary review letters from the Department Chair and Department Promotion and Tenure Committee for probationary faculty members in their second through fifth years are sent by the Department Chair to the Dean and PVPAA , accompanied by any letters of exception or clarification provided by the candidate.
By November 30	If recommending that a contract not be renewed for tenure-track faculty in their <i>second year</i> of employment, or if recommending a terminating contract for tenure-track faculty in their third through fifth years of employment, the Dean writes a letter to the PVPAA with a copy to the candidate, Department Chair , and Department Promotion and Tenure Committee .
By December 7	Probationary candidates may file a written request for reconsideration of terminating contract with Dean .
By December 14	Dean replies in writing to any written requests for reconsideration of terminating contracts for probationary candidates. Dean sends recommendations and portfolios to the PVPAA .
Spring Semester	Action
By January 4	For candidates in their second through fifth year with a recommendation for a terminating contract or for not renewing a contract from the Dean , the PVPAA completes recommendation and writes letter to candidate, Department Chair, Department Promotion and Tenure Committee Chair , and respective Dean . Letters are to be addressed to the candidate.
By January 7	If applicable, candidate files written request for reconsideration of terminating contract with PVPAA .
By January 12	PVPAA replies in writing to any written request for reconsideration of terminating contract.
By January 17	Candidate may request a hearing by the Faculty Status and Grievances Committee regarding the recommendation for terminating contract.

By February 7	If the Faculty Status and Grievances Committee has granted a hearing, it provides its report to the President , with a copy to the PVPAA . If the candidate has requested a hearing by January 17, but the Status and Grievances Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the PVPAA and the President will normally postpone action on the case until the Status and Grievances Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.
By February 12	PVPAA sends contract recommendation to the President , with a copy to the candidate, Department Chair, Department Promotion and Tenure Committee Chair , and the respective Dean .
By February 17	President notifies candidate, Department Chair, Department Tenure Committee Chair , and the respective Dean of the disposition of the case. The letter is to be addressed to the candidate.
March Board Meeting	Board of Visitors acts on contract recommendations from President .
By May 1	Completion of any delayed appeal by candidate(s) to PVPAA or President . Completion of election of members and officers of Department Promotion and Tenure Committee for following year.
By May 2	PVPAA provides Dean of the college and Department Chair list of faculty eligible for promotion and/or tenure the following year, and Department Chair provides list to department members and Chair of Department Promotion and Tenure Committee .