

**Committee on Promotion and Tenure Policies and Procedures
Document for Senate – January 30, 2008**

History:

Dr. Wayne McWee addressed the chair of the Committee on Promotion and Tenure Policies and Procedures, Dr. Susan E. Lynch in the month of August 2007 in regard to some “ambiguous” issues in the Faculty Policy and Procedure Manual (FPPM)

Issues brought forth:

1. Who is the probationary, tenure and promotion letter addressed to?
2. Should the VP of Academic Affairs only receive the letters from the final year in the tenure process in the candidate portfolio/file or should the VP receive all letters from the previous years in the tenure process.
3. Can the Tenure Review Timeline be changed to allow for more time for VP of Academic Affairs to review candidate files prior to December?
4. Does the tenure review process need to be every year? Can we reduce the workload of the Department Promotion and Tenure Committees?
5. Does the candidate receive one letter from the Department Promotion and Tenure Committees

After the meeting, this information was sent via email to all departments chairs on campus to discuss with faculty at department meetings. A deadline was given to chairs to send comments back to the chair of the Committee on Promotion and Tenure Policies and Procedures, Dr. Susan E. Lynch.

Dr. Susan E. Lynch then took all information received from department chairs to the Committee members. Each member was assigned a question and the feedback received to formulate an answer. The Committee met, discussed and reworded the existing policies in the FPPM. Each comment sent from the department chairs was considered and the Committee developed these policies based on a true consensus of all information received. Below are the final documents.

Please note there are different areas in the FPPM where corrections had to be made and therefore the “mass” documentation.

Question 1 - Who is the probationary, tenure and promotion letter addressed to?

Our response: all review and/or tenure letters should be addressed to the candidate.
(underlined)

Question 5 - Does the candidate receive one letter from the Department Tenure and Probationary Review Committees?

Our response: Candidate receives only one letter form the Department Tenure and Promotion Committee (in red “both” or “their letter”)

Changes to APPENDIX B – *Time Tables for Reviews of Faculty* - pg 166 of 2007-2008 FPPM

Time Table for Promotion Review (pg 166)

- by October 14 **Department Chair** and **Department Promotion Committee** exchange letters of recommendation. Department Chair provides copies of both letters to promotion candidate. Both letters are to be addressed to the promotion candidate and copied to the appropriate College Dean and Provost/Vice President for Academic Affairs.
- by December 4 **Dean** completes promotion recommendations and sends letter to **candidate, Department Chair, and Department Promotion Committee Chair.** The recommendation letters are to be addressed to the promotion candidate.
- by January 5 **Provost and Vice President for Academic Affairs** completes promotion recommendations and sends letter to **candidate, Department Chair, Department Promotion Committee Chair,** and respective Dean. Recommendation letters are to be addressed to the promotion candidate.

Time Table for Probationary Review (pg 168)

- by October 31 **Department Chair** and **Department Tenure Committee** exchange letters of recommendation for probationary faculty members in their second, third, fourth, and fifth years of employment. **Department Chair** forwards copies of **both** letters to the probationary faculty member. The recommendation letter is to be addressed to the probationary faculty member.

Time Table for Probationary Review (pg 169)

- by February 10 **Department Chair** and **Department Tenure Committee** exchange letters of recommendation for first year probationary faculty members. **Department Chair** forwards copies of **both** letters to the probationary faculty member. The recommendation letter is to be addressed to the first year probationary faculty member.

Time Table for Review of Adjunct Faculty Members (pg 170)

- by February 2 **Department Chair** sends recommendations on adjunct faculty to the **adjunct faculty member** and **Dean of the College.** The recommendation letter is to be addressed to the adjunct faculty member.
- by May 24 **Department Chair** sends recommendations on adjunct faculty to the **adjunct faculty member and Dean of the College,** and ~~Provost and Vice President for Academic Affairs.~~ The recommendation letter is to be addressed to the adjunct faculty member.

Time Table for Tenure Review (pg 171)

- by Oct 14 **Department Chair** and **Department Tenure Committee** exchange letters of recommendation. Department Chair provides copies of both letters to tenure candidate. Both letters are to be addressed to the tenure candidate and copied to the appropriate **College Dean** and **Provost/Vice President for Academic Affairs**.
- by Dec 4?? **Dean** completes tenure recommendations and sends letter to **tenure candidate, Department Chair, and Department Tenure Committee Chair**. The recommendation letter is to be addressed to the tenure candidate.
- by Jan 5 **Provost and Vice President for Academic Affairs** completes tenure recommendations and sends letter to **tenure candidate, Department Chair, Department Tenure Committee Chair, and respective Dean**. Recommendation letters are to be addressed to the tenure candidates.

Changes to APPENDIX C – Procedures for Promotion - pg 173-178 of 2007-2008 FPPM

4. Department Promotion Committee’s Responsibilities (pg 175)

- b. The committee must follow the time table for promotion found in Appendix B and address their letter to the promotion candidate.

OR add a new line of explanation after letter “g”....

- h. The letter of response by the promotion committee to the promotion candidate should be addressed to the candidate and copied to the Chair, to the appropriate **College Dean** and to the **Provost/Vice President for Academic Affairs**.

5. Department Chair’s Responsibilities (pg 175)

- b. The department chair must follow the time table for promotion found in Appendix B and address his or her letter to the promotion candidate.

6. Dean’s Responsibilities (pg 176)

- e. Recommendations on the applications shall be completed and communicated by the dean to the respective candidates in a letter addressed to the candidate.

7. Provost and Vice President’s Responsibilities (pg 177)

- f. The Provost and Vice President for Academic Affairs shall complete his or her individual review.... and shall communicate his or her recommendations to the individual candidates in a letter addressed to the candidate.

Changes to APPENDIX D – *Procedures for Tenure* - pg 179-183 of 2007-2008 FPPM

4. Department Tenure Committee’s Responsibilities (pg 180)

- b. The committee must follow the time table for tenure found in Appendix B and address **their letter** to the promotion candidate.

OR add a new line of explanation after letter “g”....

- h. The letter of response by the tenure committee to the tenure candidate should be addressed to the candidate and copied to the Chair, to the appropriate **College Dean** and to the **Provost/Vice President for Academic Affairs.**

5. Department Chair’s Responsibilities (pg 181)

- b. The department chair must follow the time table for tenure found in Appendix B and address his or her letter to the tenure candidate.

6. Dean’s Responsibilities (pg 182)

- e. Recommendations on the applications shall be completed and communicated by the dean to the respective candidates in a letter addressed to the candidate.

7. Provost and Vice President’s Responsibilities (pg 183)

- f. The Provost and Vice President for Academic Affairs shall complete his or her individual review.... and shall communicate his or her recommendations to the individual candidates in a letter addressed to the candidate.

Question 2 - Should the VP of Academic Affairs only receive the letters from the final year in the tenure process in the candidate portfolio/file or should the VP receive all letters from the previous years in the tenure process.

Our response: VP should receive all letters in the entire process. (underline)

Section III

Page 89, N, 5. Last sentence to read: “Following any necessary appeals as specified in the timetable, the chair and the department tenure committee each forward copies of the final recommendation letters and all previous letters in the probationary review process to the appropriate dean and the Provost/Vice President for Academic Affairs.”

Page 90, N, 7. Add sentence at end of section: [The Provost/Vice President for Academic Affairs will receive all previous letters in the probationary review process.](#)

Page 97, R, 1e. Add sentence at end of section: [The Provost/Vice President for Academic Affairs will receive all previous letters in the probationary review process.](#)

Appendix B

Page 167, December 18. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Page 169, February 28. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Appendix C

Page 176, 6i. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Page 177, 7f. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Appendix D

Page 182, 6g. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Page 183, 7f. Add sentence at end of section: [The Provost/Vice President of Academic Affairs will receive all previous letters in the probationary review process.](#)

Question 3 - Can the Tenure Review Timeline be changed to allow for more time for VP of Academic Affairs to review candidate files prior to December?

Our Response: The committee agreed that the VP should have longer to review tenure and promotion files. Rather than extending the timeline into January, which makes it more difficult to complete the process by the March Board of Visitors meeting, the committee agreed that the VP should receive the files from the Dean one week earlier. The following dates in the FPPM need to be updated to effect this change: (changes highlighted in yellow)

Time Tables for Reviews of Faculty

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

by ~~December 4~~
November 27

Dean completes promotion recommendations and sends letter to **candidate, Department Chair, and Department Promotion Committee Chair**. The recommendation letters are to be addressed to the promotion candidates.

by ~~December 11~~
December 4

Candidate files written request for reconsideration of negative recommendation with **Dean**.

by ~~December 17~~
December 10

Dean replies to any written request for reconsideration.

by ~~December 18~~
December 11

Dean sends promotion recommendations and files to the **Provost/Vice President for Academic Affairs**.

Time Table for Tenure Review (2007-08 FPPM, p. 171)

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

by ~~December 4~~
November 27

Dean completes tenure recommendations and sends letter to **candidate, Department Chair, and Department Promotion Committee Chair**. The recommendation letters are to be addressed to the promotion candidates.

by ~~December 11~~
December 4

Candidate files written request for reconsideration of negative recommendation with **Dean**.

by ~~December 17~~
December 10

Dean replies to any written request for reconsideration.

by ~~December 18~~
December 11

Dean sends tenure recommendations and files to the **Provost/Vice President for Academic Affairs**.

Question 5 - Does the tenure review process need to be every year? Can we reduce the workload of the Department Probationary/Tenure Committees?

Our Response: Could not come to a consensus on this issue – will need to revisit

The Committee also has a few other suggestions not related to these 5 questions:

1. After further study of the FPPM, the Committee has found many ambiguous concepts and words
An example – the tenure letter is referred to as “report”, “file”, “written summary” – we suggest changing all to “letter”
2. A Time Table needs to be developed for Lecturers
3. The Committee suggests that a person be hired or given release time to review the FPPM for editorial content to make the language consistent throughout