

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: University Promotion and Tenure Committee

TOPIC: Department Chair observation and evaluation of probationary faculty

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 FPPM implies, but does not state, that the Department Chair observes probationary faculty for purposes of evaluation. The University P & T Committee, after consulting with ACC, inserted language making it explicit, when feasible that Department Chairs observe probationary faculty.

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):

- p. 90 add “The Department Chair shall observe probationary faculty members’ performance every year, when feasible.”
- p. 124 add “and the Department Chair, when feasible,” b. delete “committee”
- p. 142 insert b. “The Department Chair shall observe candidates’ classroom performance.”

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 FPPM implies that the Department Chair observes all probationary faculty and in practice, Department Chairs do observe probationary faculty, but it is not explicitly codified in the FPPM.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken: 3/21/18

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

1. probationary reviews nor prevent the specified communication of the reports of those reviews. The Department Chair and the Department Promotion and Tenure Committee address their recommendations to the faculty member. The chair and the committee exchange these letters of recommendation and forward copies of their respective letters to the candidate. Following any necessary appeals as specified in the timetable, the Department Chair and the Department Promotion and Tenure Committee each forward copies of their final recommendation letters to the appropriate dean and the PVPAA. These copies will be maintained in those offices.
2. **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 committee's recommendations shall include a detailed report on the observation(s).
3. **Written Report:** The probationary review by the Department Promotion and Tenure Committee shall result in a written report. The written report shall contain at least the committee's 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. In first-year review, the review will be confined to the considerations set forth above.
4. 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.
5. The Department Chair's and the Department Promotion and Tenure Committee's reports summarizing their reviews shall contain explicit recommendations as to whether the probationary faculty member's contract should be renewed.
6. **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 review portfolio, and such letter shall become a part of the portfolio.
 - a. 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 report, whichever is to be the subject of the reconsideration. The request shall be delivered to the committee chair if the committee's report is to be reconsidered or to the department chair if the chair's report is to be reconsidered. No initial report is to be forwarded to the Dean before the expiration of such five-day period. If amendments to the initial report/s of the committee and/or chair are ultimately made,

- a. Candidates should be observed in the classroom by a majority of the members of the committee, unless the candidate requests such observations by all of the committee members. Normally, classroom visits should be scheduled in advance.
- b. Each committee member shall have access to the candidate's professional file.
- c. All committee members must formally meet to discuss and vote on candidates. Abstentions are not acceptable. An affirmative recommendation for tenure and/or promotion shall be based on a vote of two-thirds or greater of the Department Promotion and Tenure Committee. The voting shall be by secret, written ballot and the committee secretary shall keep such ballots, together with minutes and correspondence related to the candidate, in a secure location for three years.
- d. The letter of response by the Department Promotion and Tenure Committee to the tenure and/or promotion candidate should be addressed to the candidate and copied to the Department Chair, to the appropriate college Dean and to the PVPAA.

2. Department Chair's Responsibilities

- a. The Department Chair shall provide all newly appointed department faculty members with a copy of all departmental policies on promotion.
- b. The Department Chair shall observe candidates' classroom performance.
- c. The Department Chair must follow the timetable found in [Section III, Y. Timetable for Tenure and Promotion to All Ranks](#) and address his or her letter to the promotion candidate.
- d. In the spring, the Department Chair shall provide to the department, the Department Promotion and Tenure Committee chair(s), and the Dean, a list secured from the PVPAA of all candidates eligible for consideration for promotion and/or tenure in the forthcoming fall semester. Eligibility for promotion to Professor is based on possession of the terminal degree and years in rank only. At the beginning of the following fall semester, the Department Chair shall provide the department members, the Department Promotion and Tenure Committee chair, and the Dean a list of those candidates who have expressed a desire to be considered for promotion to Professor by submitting their professional file.
- e. The Department Chair shall develop a recommendation for each candidate and shall exchange written recommendations with the Department Promotion and Tenure Committee chair in accordance with [Section III, Y. Timetable for Tenure and Promotion to All Ranks](#).
- f. The Department Chair shall transmit both recommendations to the Dean. The Department Chair shall notify the Department Promotion and Tenure Committee of all actions taken on department promotion and/or tenure candidates at all levels beyond the department. Materials to be submitted in support of an application for promotion and/or tenure shall include only the following:
 - (1) The candidate's professional file.
 - (2) Final letters from (a) the Department Chair, and (b) the chair(s) of the Department Promotion and Tenure Committee. These letters should justify positive or negative recommendations and should include judgments of teaching, scholarship, and service to the University and the community. The Department Chair's and the Department Promotion and Tenure Committee's reports summarizing their reviews shall contain explicit recommendations as to whether the faculty member should be granted tenure and/or promoted.

1. The chair should be supportive of the general curriculum and should seek to have faculty participate in the general education series. The chair should encourage faculty to seek intramural and extramural grants and contracts and, when necessary, assist them in these endeavors.
2. **Faculty:** The department chair needs to be able to communicate easily and effectively with the department's faculty. He/she must be available to and approachable by faculty for consultation. The chair must strive to be objective and fair in evaluation for promotion, tenure, and salary decisions, and in general help elicit the best performance from diverse faculty members. **The department chair shall observe probationary faculty members' classroom performance every year, when feasible.** It is the chair's responsibility to determine faculty merit raises on the basis of goal setting based on previous discussions with the chair about expectations to be met during the review cycle. The chair should also support the search for the best possible new faculty member/s, while nurturing the growth and development of the present departmental members.
3. **Students:** The chair should likewise be available to and approachable by students. The chair is responsible for the successful recruitment, orientation, advising, and registration of students, including the management of grade appeals, the attainment of the most appropriate student schedules through the administration of independent study courses, internships, course substitutions, and withdrawals, and the development and support of student advisory, educational, and service committees, clubs, and honorary societies. It is imperative that the chair be a leader in helping to develop the best procedures for advising, for recruiting, and for providing sound career council to advanced students. The chair should also seek to involve students with faculty and departmental activities when it is appropriate.
4. **Leadership:** The department chair's individual leadership style is perhaps the most elusive aspect of the role to prescribe and/or describe. Though individual style may differ, it is clear that the chair ought to be dedicated to the welfare of the department and foster a professional work atmosphere. It is imperative that the chair be perceived as fair, reasonable, approachable, humane, and effective. The chair's prime concern ought to be the welfare of the department and not how a decision affects the chair personally. The chair can usually gauge the quality of his/her leadership from the morale of the department, and a chair should seek feedback on the faculty's perception of his/her leadership. The chair is responsible for the delivery of excellent instruction through efficient resource allocation, class scheduling, catalog copy publication, curriculum and program development, and faculty and staff development.
5. **Other Areas:** In addition to those outlined above, chairs will have other important duties and responsibilities for administering programs that are unique to their departments.

Selection and Compensation

1. **Appointment and Term of Office:** A department chair is appointed by the Dean of the College housing the department following the selection process described below. The appointment must be approved by the PVPAA. The normal term of office for a department chair is three years, although a chair may be replaced before the three year term is completed. A chair may serve at most four consecutive three year terms.

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COMMITTEE(S) that authored or sponsored this proposal:

University Promotion and Tenure Committee

TOPIC: Awarding tenure and concurrent with promotion “except in unusual circumstances”

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): Executive Committee asked the P&T Committee to review these sections and make recommendations.

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):

The phrase “except in unusual circumstances” was deleted from p.138-139, p. 135-136 of the FPPM. The language related to scholarly activity was retained, and changed only slightly to include a reference back to the appropriate appendices for more specific information professional publication or achievement as defined by each academic unit.

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 P&T Committee believed that if the “except in unusual circumstances” phrase was retained, that all of the unusual circumstances would need to be articulated thereby creating more problems than it solved.

Routing information and signature lines:

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Date submitted to the Board of Visitors:

V. TENURE

1. **General Provisions:** An appointment with tenure is an appointment by Longwood University which is continuous and permanent in nature. Tenure must be earned and awarded and is not a right accrued by employment at the University for any period of time. Tenure may be terminated by the University for cause, such as but not limited to, serious misconduct or incompetence, retirement, or academic or financial exigency. Academic exigency is defined as an academic need which cannot be met by existing departmental personnel.
2. Vice presidents, deans, department chairs, directors, and faculty assigned to administrative offices or duties shall not acquire tenure in such offices and duties, and relief from such assignments, per se, shall not affect the teaching status and tenure of those individuals. Persons appointed to the positions of Provost and Vice President for Academic Affairs (PVPAA) or Dean may be granted faculty tenure on appointment if so recommended by the appropriate Department Promotion and Tenure Committee and Department Chair. This tenure review shall be completed prior to the position being offered to a finalist.
3. Each department in the University shall establish a standing Promotion and Tenure Committee consisting of at least three full-time, tenured faculty members. In the event that a department has fewer than three eligible members, the department shall select committee members from the tenured faculty at large (except its own chair). This committee shall review probationary faculty members, applications for promotion, and non-tenure track full-time faculty members.
4. Tenure review is based on a significant period of full-time teaching, scholarship and service. Tenure review is a one-time process. A candidate may withdraw but may not reenter the process. The probationary period for tenure shall be six years. Successful candidates are normally awarded tenure at the beginning of their seventh year of full-time employment. Exceptions to this policy must be specified in a faculty member's initial contract.
5. For faculty members without prior college-level teaching experience, the award of tenure is to be concurrent with promotion to the rank of Associate Professor, ~~except in unusual circumstances.~~
6. The criteria for tenure include the recognized terminal degree, six years of effective teaching, scholarly activity and service. The candidate's record must indicate a continuing pattern of success in these criteria areas and potential for further growth and achievements. Tenure evaluation will be based on:
 - a. Possession of the recognized terminal degree.
 - b. Quality teaching, scholarship and service as defined by University and departmental standards in Section IV Guidelines for Faculty Evaluation and Review.
 - c. Evidence of a record of scholarly activity recognized by disciplinary peers outside the institution, including one peer-reviewed contribution relevant to the discipline, and

potential for further professional and scholarly growth. Peer-reviewed contribution means notable creative work and/or notable professional publication or achievement ~~recognized by disciplinary peers outside the institution~~ as defined by each academic unit (see appendices).

1. Procedures for tenure consideration are outlined in [Section III, W. Procedures for Tenure and Promotion to All Ranks](#). All parties involved in the decision making process shall follow these procedures, and the time table specified below. Each department may draft and formally approve additional policies and procedures for the evaluation of faculty members. Approval by the PVPAA is required before implementation.

W. PROMOTION TO ALL RANKS

1. General Provisions:

Promotion decisions are made by the Provost and Vice President for Academic Affairs (PVPAA), subject to approval by the President and the Board of Visitors, upon the recommendation of the appropriate college Dean, the Department Chair, and the Department Promotion and Tenure Committee. These recommendations must comply with the criteria in this section and follow the timetable in [Section III, Y. Timetable for Tenure and Promotion to All Ranks](#) and the procedures set forth in [Section III, X. Procedures for Tenure and Promotion to All Ranks](#). Candidates may withdraw from consideration at any time prior to final action by the Board of Visitors upon written notification to the department chair, who shall notify the appropriate parties.

- a. Each department in the University shall establish a standing Promotion and Tenure Committee to review faculty for promotion, tenure and probationary review. Departments may choose to establish a separate committee consisting only of Professors to review a promotion application for a candidate to Professor. In the year a faculty member is seeking promotion to Professor, if there is not a separate committee for review of candidates for Professor, he or she shall not serve on the Department Promotion and Tenure Committee.
 - b. At the beginning of the fall semester, each department chair shall provide to the Department Promotion and Tenure Committee a list of those to be considered for promotion.
 - c. Separate written recommendations shall be made by the Department Chair and the Department Promotion and Tenure Committee. Both recommendations shall be transmitted to the candidate by the date specified in [Section III, Y. Timetable for Tenure and Promotion to All Ranks](#).
 - d. The candidate is notified of the recommendations at each level of review, and may withdraw from consideration at any level.
 - e. The Department Chair transmits the recommendations of the Promotion and Tenure Committee and the Department Chair, accompanied by the professional file, to the Dean.
 - f. These recommendations and the file are reviewed by the Dean. The recommendations of the Dean, the Department Chair, and the Department Promotion and Tenure Committee are transmitted by the Dean to the PVPAA, whose decision, subject to approval by the President and Board of Visitors, is final.
 - g. Each department may draft and formally approve standards for the evaluation of faculty members, which must be approved by the Dean of the college and the PVPAA before implementation. Copies of the approved standards must be distributed to all departmental faculty in writing.
2. For faculty members without prior college-level teaching experience, the award of tenure is to be concurrent with promotion to the rank of Associate Professor, ~~except in unusual circumstances.~~

3. **General Criteria for Promotion to All Ranks:**
 - a. Possession of the recognized terminal degree.
 - b. Quality teaching, service and scholarship as defined by departmental standards available from Department Chair. (See [Section III, P. Criteria for Faculty Evaluation and Review](#))
 - c. Employment as a member of the faculty at Longwood University for no less than one academic year prior to consideration for promotion.

4. **Specific Criteria for Promotion to Each Rank (including Librarians):**
 - a. **Associate Professor** -- In addition to meeting the general criteria for promotion, the candidate shall provide evidence of professional achievement which is recognized outside the institution, and potential for further professional growth. The candidate must have completed five years of full-time tenure-track college teaching (or academic librarianship in the case of librarians) prior to beginning the application process with the time table; exceptions must be specified in the faculty member's initial contract, ~~or by the Department Promotion and Tenure Committee in unusual circumstances.~~
 - b. **Professor** -- In addition to meeting the general criteria for promotion, the candidate shall have produced creative work, professional publication or achievement, or quality research judged significant by peers outside the institution. The candidate must have completed eleven years of full-time tenure-track college teaching, including five years of full-time tenure-track college teaching (or academic librarianship in the case of librarians) at the rank of associate professor, prior to beginning the application process with the time table; exceptions must be specified in the faculty member's contract.
 - c. **Senior Clinical Educator** -- A Clinical Educator may seek promotion to the rank of Senior Clinical Educator after six years of employment. Any requirements for teaching, scholarly productivity and service are determined by departmental standards.
 - d. **Senior Lecturer** -- An individual in a designated "continuing" Lecturer position must apply for promotion to Senior Lecturer in order to continue employment beyond his/her sixth year. Any requirements for teaching, scholarly productivity and service are determined by departmental standards.

1. **Special Provisions for Promotion to Associate Professor and Professor for All Faculty (including Librarians):** Credit may be given toward satisfying the length-of-teaching experience criteria specified in sections 3 and 4 above in recognition of time spent on an academically relevant, grant-supported or otherwise funded leave (e. g., Fulbright or National Science Foundation grant or Longwood sabbatical or Connections). Decisions to give credit or not to give credit shall be made by the PVPAA.

References: Faculty Handbook 1982, 1986; Organization of Teaching Faculty, January 19, 1989; Longwood College Board of Visitors, July 16, 1982; April 7, 1988, Faculty Senate, February 19, 1998, April 23, 1999; March 18, 2010, February 3, 2011, March 2, 2017; Board of Visitors, June 18, 2005, June 10, 2010, March 25, 2011, April 11, 2013, June 10, 2017.