

## Promotion and Tenure Policies and Procedures Committee 2007-2008

### Committee Members

Susan Lynch, Chair  
Vincent Magini  
Allison Colvin  
David Coles  
David Buckalew  
Lee Bidwell  
Linwood Cousins

**Concern:** Concern was brought forth that there was inconsistency in certain procedures regarding tenure and promotion review. Listed below are questions that were addressed by the Committee.

1. *Who is the probationary, tenure and promotion letter addressed to?*
2. *Does the candidate receive one letter from the Department Promotion and Tenure Committees*

**Recommendation:** All review and/or tenure letters should be addressed to the candidate and the candidate should receive one letter from the Committee. Listed below are the changes to the FPPM.

### 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 first, 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**. 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 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 Promotion 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.
  - 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.
  - 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.

3. *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?*

**Recommendation:** VP should receive all letters in the entire process. Listed below are the changes to the FPPM. (underlined)

### 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.

4. *Can the Tenure Review Timeline be changed to allow for more time for VP of Academic Affairs to review candidate files prior to December?*

**Recommendation:** 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 should be updated to show this change: (changes highlighted in yellow)

Pp. 166-167, 2007-2008 FPPM

## APPENDIX B

### *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 14  
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**.

5. *Does the tenure review process need to be every year? Can we reduce the workload of the Department Promotion and Tenure Committees?*

**Recommendation:** The Committee is in the process of discussing this issue and will revisit in the fall semester. Suggestions have been made to reduce the workload of all Department Promotion and Tenure Committees.

**Current Status:** On all above issues addressed, the Senate passed each and all recommendations are to be presented to the Board of Visitors at the next appointed meeting in June.