

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*

TOPIC: *Revision to the section of the Faculty Policy and Procedures Manual (FPPM) related to probationary review of tenure-track faculty.*

BACKGROUND *At the request of the Chair of the Faculty Status and Grievances Committee, the University P & T Committee reviewed the FPPM to clarify the language for the 1st probationary review of newly appointed tenure track faculty with a probationary period other than the standard six year probationary period.*

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY

We propose adding a sentence to Section U: Probationary Review of Tenure-Track Faculty to improve clarity.

Recommend adding the following as the second sentence in the first paragraph in section U.
PROBATIONARY REVIEW OF TENTURE-TRACK FACULTY

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. (can the text link directly to the table in this same section?)

RATIONALE FOR THE POLICY OR PROPOSED CHANGES

The changes are recommended to improve clarity of the language to improve consistency in how 1st probationary reviews are conducted across departments.

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. (link table name directly to the table in this same section)** 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 reports 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.

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