

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 and tenure and promotion to all ranks.*

**BACKGROUND** *The language being added to the top of both sections is intended to clarify when each section should be followed.*

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

*We propose adding two sentences to Section U: Probationary Review of Tenure-Track Faculty to clarify when to follow this section and when to use Section Z: PROCEDURES FOR TENURE AND PROMOTION TO ALL RANKS*

Recommend adding the following at the end of the 2<sup>nd</sup> paragraph in section U.

**PROBATIONARY REVIEW OF TENTURE-TRACK FACULTY**

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 Ranks instead of those in Section U. Probationary Review of Tenure-Track Faculty.

Recommend adding the following at the top of Section Z. PROCEDURES FOR TENURE AND PROMOTION TO ALL RANKS

The procedures in this section only apply to faculty in academic years when they are seeking promotion or tenure consideration. Probationary faculty not seeking promotion or tenure consideration in the current academic year must follow the procedures outlined in Section U. The text in Section Z is summarized in Section AA: TIME TABLE FOR TENURE AND PROMOTION TO ALL RANKS.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES**

*The changes are recommended to improve clarity of the language to improve consistency in when each section is used and/or followed.*

**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. 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.

**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 Ranks 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 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.

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. **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.
8. 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.
9. 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.
10. **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, the amended report shall become part of the file and the original report shall be purged immediately.

- 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 review report, whichever occurs later. The department-level report shall not be forwarded to the dean prior to the expiration of such five day period, notwithstanding. 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.

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

- a. The faculty member involved may retain originals or copies of all probationary review reports or other pertinent review materials. 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 in the file, 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. Student evaluation forms shall be considered the property of the faculty member and shall be promptly returned to the faculty member by the Department Promotion and Tenure Committee following the conclusion of each annual probationary review. Statistical summaries of the evaluations may be retained in the file.
- 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 file 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.*

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

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

<b><i>Fall Semester</i></b>	<b><i>Action</i></b>
Beginning of contract period	<b>Department Chair</b> gives <b>all new faculty</b> copies of department policies on and observation timeframe for probationary review. <b>Department Promotion and Tenure Committee</b> meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.
By August 29	<b>Department Chair</b> provides to <b>Chair of Department Promotion and Tenure Committee</b> a list of tenure-track faculty in their first year of teaching.
By December 9	Probationary candidates submit files to <b>Department Chair</b> (or to <b>Chair of the Department Promotion and Tenure Committee</b> if candidate is the <b>Department Chair</b> ).
By December 10	<b>Department Chair</b> provides the <b>Chair of the Department Promotion and Tenure Committee</b> the files of probationary tenure-track faculty in their first year of teaching.
By December 15	<b>Department Promotion and Tenure Committee</b> circulates files of probationary review faculty 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 file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in <a href="#">Section III, Z. Procedures for Promotion and Tenure</a> , item 1.i, and student evaluations as soon as they are available.
<b><i>Spring Semester</i></b>	<b><i>Action</i></b>
By January 27	<b>Department Chair</b> and <b>Department Promotion and Tenure Committee</b> exchange letters of recommendation for first-year probationary tenure-track faculty members. The recommendation letter is to be addressed to the faculty member. <b>Department Chair</b> forwards copies of both letters to the probationary faculty member.
By February 3	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> meets with any first-year probationary faculty member receiving negative recommendation, if requested.

By February 8	<b>Candidate</b> files written request of reconsideration of a negative recommendation with <b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> .
By February 15	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> replies in writing to any written requests for reconsideration of negative recommendations.
By February 21	Copies of probationary review letters from the <b>Department Chair</b> and the <b>Department Promotion and Tenure Committee</b> for first-year probationary faculty members are sent by the <b>Department Chair</b> to the <b>Dean</b> and <b>PVPAA</b> .
By February 28	If recommending that a contract not be renewed for tenure-track faculty in their <i>first year</i> of employment, the <b>Dean</b> writes a letter to the <b>PVPAA</b> with a copy to the candidate, <b>Department Chair</b> , and <b>Department Promotion and Tenure Committee</b> .
By March 5	<b>Candidate</b> may file a written request for reconsideration of terminating contract with <b>Dean</b> .
By March 12	<b>Dean</b> replies in writing to any written request for reconsideration. <b>Dean</b> sends recommendations and files to the <b>PVPAA</b> .
By March 19	For candidates who have not filed for reconsideration of their cases, the <b>PVPAA</b> sends contract recommendations to the <b>President</b> , with a copy to the candidate, <b>Department Chair</b> , <b>Department Promotion and Tenure Committee</b> Chair, and respective <b>Dean</b> . For candidates with a recommendation from the Dean for a terminating contract or for not renewing a contract, the <b>PVPAA</b> completes recommendation and writes letter to candidate, <b>Department Chair</b> , <b>Department Promotion and Tenure Committee</b> Chair, and respective <b>Dean</b> . Letters are to be addressed to the candidate.
March Board Meeting	<b>Board of Visitors</b> acts on contract recommendations from <b>President</b> .
By March 24	If applicable, <b>candidate</b> files written request for reconsideration of terminating contract with <b>PVPAA</b> .
By March 31	<b>PVPAA</b> replies in writing to any written request for reconsideration of terminating contract.
By April 5	<b>Candidate</b> may request a hearing by the <b>Faculty Status and Grievances Committee</b> regarding the recommendation for terminating contract.



By April 20	If the <b>Faculty Status and Grievances Committee</b> has granted a hearing, it provides its report to the <b>President</b> , with a copy to the <b>PVPAA</b> . 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	<b>PVPAA</b> sends contract recommendation to the <b>President</b> , with a copy to the <b>candidate, Department Chair, Department Promotion and Tenure Committee Chair</b> , and the respective <b>Dean</b> .
By May 1	Completion of any delayed appeal by candidate(s) to <b>PVPAA</b> or <b>President</b> .  Completion of election of members and officers of <b>Department Promotion and Tenure Committee</b> for following year.
By May 2	<b>PVPAA</b> provides <b>Dean</b> of the college and <b>Department Chair</b> list of faculty eligible for promotion and/or tenure the following year, and <b>Department Chair</b> provides list to department members and <b>Chair of Department Promotion and Tenure Committee</b> .
By May 5	President notifies <b>candidate, Department Chair, Department Promotion and Tenure Committee Chair</b> , and the respective <b>Dean</b> of the disposition of the case. The letter is to be addressed to the candidate.
Summer Board Meeting	<b>Board of Visitors</b> acts on contract recommendations from <b>President</b> .

***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.

<b><i>Fall Semester</i></b>	<b><i>Action</i></b>
Beginning of contract period	<b>Department Chair</b> gives to all faculty copies of the department policies on probationary review and promotion and tenure review. <b>Department Promotion and Tenure Committee</b> meets with probationary faculty members during the first semester to set expectations and to discuss the probationary review process.
By August 29	<b>Department Chair</b> provides to <b>Chair of Department Promotion and Tenure Committee</b> 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 files to <b>Department Chair</b> (or to <b>Chair of the Department Promotion and Tenure Committee</b> if candidate is the Department Chair).
By September 8	<b>Department Promotion and Tenure Committee</b> circulates files 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	Files are now considered complete; no new materials may be added except for a letter of exception or clarification as provided in <a href="#">Section III, Z. Procedures for Promotion and Tenure</a> , item 1.i.
By October 22	<b>Department Promotion and Tenure Committee</b> returns file of probationary candidates to <b>Department Chair</b> .
By October 29	<b>Department Chair</b> and <b>Department Promotion and Tenure Committee</b> exchange letters of recommendation for probationary faculty members in their second through fifth years. <b>Department Chair</b> 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	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> meets with any probationary faculty member receiving negative recommendation, if requested.
By November 10	Probationary candidate files written request for reconsideration of a recommendation with <b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> .

By November 17	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> replies in writing to any written requests for reconsideration of negative recommendations for probationary candidates.
By November 22	A letter of exception or clarification may be entered by the probationary candidate within five calendar days of his or her having received an original or amended department-level review report, whichever occurs later. The faculty member shall provide copies of the letter to the <b>Department Promotion and Tenure Committee</b> and <b>Department Chair</b> .
By November 23	Copies of probationary review letters from the <b>Department Chair</b> and <b>Department Promotion and Tenure Committee</b> for probationary faculty members in their second through fifth years are sent by the <b>Department Chair</b> to the <b>Dean</b> and <b>PVPAA</b> , 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 <b>Dean</b> writes a letter to the <b>PVPAA</b> with a copy to the candidate, <b>Department Chair</b> , and <b>Department Promotion and Tenure Committee</b> .
By December 7	Probationary candidates may file a written request for reconsideration of terminating contract with <b>Dean</b> .
By December 14	<b>Dean</b> replies in writing to any written requests for reconsideration of terminating contracts for probationary candidates. <b>Dean</b> sends recommendations and files to the <b>PVPAA</b> .
<i>Spring Semester</i>	<i>Action</i>
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 <b>Dean</b> , the <b>PVPAA</b> completes recommendation and writes letter to <b>candidate</b> , <b>Department Chair</b> , <b>Department Promotion and Tenure Committee Chair</b> , and respective <b>Dean</b> . Letters are to be addressed to the candidate.
By January 7	If applicable, <b>candidate</b> files written request for reconsideration of terminating contract with <b>PVPAA</b> .
By January 12	<b>PVPAA</b> replies in writing to any written request for reconsideration of terminating contract.
By January 17	<b>Candidate</b> may request a hearing by the <b>Faculty Status and Grievances Committee</b> regarding the recommendation for terminating contract.

By February 7	If the <b>Faculty Status and Grievances Committee</b> has granted a hearing, it provides its report to the <b>President</b> , with a copy to the <b>PVPAA</b> . 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	<b>PVPAA</b> sends contract recommendation to the <b>President</b> , with a copy to the <b>candidate, Department Chair, Department Promotion and Tenure Committee Chair</b> , and the respective <b>Dean</b> .
By February 17	President notifies <b>candidate, Department Chair, Department Tenure Committee Chair</b> , and the respective <b>Dean</b> of the disposition of the case. The letter is to be addressed to the candidate.
March Board Meeting	<b>Board of Visitors</b> acts on contract recommendations from <b>President</b> .
By May 1	Completion of any delayed appeal by candidate(s) to <b>PVPAA</b> or <b>President</b> .  Completion of election of members and officers of <b>Department Promotion and Tenure Committee</b> for following year.
By May 2	<b>PVPAA</b> provides <b>Dean</b> of the college and <b>Department Chair</b> list of faculty eligible for promotion and/or tenure the following year, and <b>Department Chair</b> provides list to department members and <b>Chair of Department Promotion and Tenure Committee</b> .

## Z. PROCEDURES FOR TENURE AND PROMOTION TO ALL RANKS

The procedures in this section only apply to faculty in academic years when they are seeking promotion or tenure consideration. Probationary faculty not seeking promotion or tenure consideration in the current academic year must follow the procedures outlined in Section U. The text in Section Z is summarized in Section AA: TIME TABLE FOR TENURE AND PROMOTION TO ALL RANKS.

### 1. Candidate's Responsibilities

- a. Each faculty member has the primary responsibility for providing material in support of his or her application for promotion and/or tenure.
- b. The candidate must follow the timetable for tenure and/or promotion found in [Section III, AA. Timetable for Tenure and Promotion to All Ranks.](#)
- c. Candidates for tenure must provide evidence of professional achievement that is recognized beyond the institution, and potential for further professional growth.
- d. Each faculty member shall establish in his or her first year of service a professional file as outlined in [Section III.S. Professional Portfolio and Curriculum Vitae.](#) The candidate shall submit this professional file to the Department Chair. A Department Chair who wishes to apply for promotion shall submit his or her professional file to the chair of the appropriate Department Promotion and Tenure Committee (see 2 below).
- e. If notified by the Department Promotion and Tenure Committee of missing items in the professional portfolio, the candidate should provide the missing items within one week of notification. Once this file, with the addition of any previously missing items, has been submitted to the Department Chair and Department Promotion and Tenure Committee for their consideration, the file is considered complete. Except for inclusion of a letter of exception or clarification as provided for in item i. below, the professional file cannot be modified or added to after its final submission at the department level until the entire promotion and/or tenure review process has been completed.
- f. The candidate shall have access to all materials relating to his or her candidacy in the Department Promotion and Tenure Committee's files except the detailed results of secret ballots.
- g. If the candidate seeks a reconsideration at the department level, a written request for such reconsideration must be filed with the appropriate committee or person after a negative recommendation has been received. An appeal can be carried to the Committee on Faculty Status and Grievances only after the faculty member has appealed the decision through all appropriate channels short of the President.
- h. With the exception of applications for tenure concurrent with promotion to Associate Professor, the application process may be terminated under the following conditions:
  - (1) If one or both department-level recommendations are negative, and if the candidate still wishes to advance the application, the candidate must file a written request to that effect with the Department Chair (or, if the candidate is a department chair, with the chair of the special department-level review committee, if any – see 2 below). If no such request is filed, the application process will be terminated.
  - (2) If the candidate wishes to withdraw from promotion consideration at any

point during the application process, a written request must be filed with the Department Chair. The chair will notify the other appropriate individuals. Department chairs who wish to withdraw their own applications for promotion shall file such a written request with the chair of the special department-level review committee, who will notify other appropriate individuals.

- i. Whether or not any candidate seeks a reconsideration or pursues an appeal for promotion and/or tenure decisions, and regardless of the result of any such reconsideration or appeal, the candidate shall be permitted to enter a letter of exception or clarification relevant to the recommendation of either the Department Chair, the Department Promotion and Tenure Committee, the Dean, the Provost and Vice President for Academic Affairs (PVPAA), or any combination of them. Copies of the letter shall be provided by the faculty member to all persons who had previously participated in that particular review. Such letter of exception or clarification (a) may be entered into the candidate's file at any time prior to the President's actual consideration of the application, (b) becomes an integral part of the file, and shall accompany any summary of the contents of the file which is provided to either the Dean, the PVPAA, or the President, and (c) is not to be considered part of the seven pages of additional material in the professional file.

## **2. Tenure and/or Promotion Consideration of a Department Chair**

- a. As a candidate for tenure and/or promotion, a department chair may:
  - (1) Rely solely on his or her Department Promotion and Tenure Committee and its recommendation, or,
  - (2) Ask for a special department-level review committee to be formed, consisting of three members of the Department Promotion and Tenure Committee to be specially elected by the department and three teaching faculty members selected by the Dean. This special department-level committee shall follow the general procedures which apply to all Department Promotion and Tenure Committee, except as modified by any special procedures which had been proposed by the candidate's department and approved by the Dean. The special committee shall have access to all materials normally available to the Department Promotion and Tenure Committee.
- b. The special committee will send its final recommendation regarding the application (the initial one in the absence of an appeal, or the one based upon an appeal meeting, if any) to the Dean of the appropriate college.

## **3. Department Promotion and Tenure Committee's Responsibilities**

- a. All deliberations of the committee and all materials submitted by the candidate shall be held in the strictest of confidence.
- b. The committee must follow the timetable for tenure and/or promotion found in the appropriate section and address their letter to the candidate.
- c. The committee chair shall be responsible for ensuring that the committee adheres to University promotion and tenure policies and procedures and any additional policies and procedures which have been formally approved by the department and the Dean.
- d. Each department shall establish a standing Promotion and Tenure Committee consisting of at least three full-time, tenured faculty members. The committee shall be elected by the full-time faculty members of the department by secret written ballot. The department may elect to stagger committee members' terms and shall set the length of service on the committee. Soon after its election in the spring semester, the full committee shall meet to elect a chair and secretary. The secretary shall keep minutes of meetings, the committee's file of correspondence, and shall make available, upon a candidate's request, any materials directly related to that candidacy except the detailed results of secret ballots.

- e. 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.
- f. Each committee member shall have access to the candidate's professional file.
- g. 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.
- h. 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.

#### **4. 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, AA. 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, AA. 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.
  - (3) Copies of recent publications or other major scholarship as defined by department standards from the last five years.



- (4) Such other materials which are specifically requested by the college Dean.
- g. The Department Chair shall notify all appropriate parties if a candidate withdraws from consideration for promotion not concurrent with tenure.

## **5. Dean's Responsibilities**

- a. The Dean shall recognize the primacy of the review process at the department level.
- b. The Dean shall act to maintain the fair and uniform application of promotion and tenure standards across departments, while recognizing valid differences between departments (e.g., publication in the sciences vs. performances or exhibition in the arts).
- c. The Dean must follow the timetable for promotion and/or tenure specified in [Section III, AA. Timetable for Tenure and Promotion to All Ranks](#).
- d. The candidate's materials received shall be considered only by the Dean of the college from which they emanated.
- e. A recommendation on each application shall be completed and communicated by the Dean in a letter addressed to the candidate.
- f. In the event that the Dean concludes a negative recommendation, the reason or reasons for such recommendation shall be reported in writing to the candidate involved, to the Department Chair of the candidate's department, and to the chair of the candidate's Department Promotion and Tenure Committee.
- g. The candidate's files, the Department Promotion and Tenure Committee recommendations, and the recommendations of the Dean shall be forwarded to the PVPAA except in the cases of those candidates who withdraw their applications.
- h. In the event that a dean's participation in the review of any application for promotion and/or tenure might constitute a conflict of interest as defined in the State and Local Government Conflict of Interest Act, such dean shall not participate in such review.
- i. If for any reason a dean does not review an application for promotion and/or tenure presented by the faculty member in his or her college, no substitute for the Dean shall be named in this regard. Instead, the candidate's application file shall be forwarded from the Department Promotion and Tenure Committee and the Department Chair directly to the PVPAA, unless the candidate for promotion to Professor withdraws the application.

## **6. PVPAA's Responsibilities**

- a. The PVPAA shall recognize the primacy of the review process at the department level.
- b. The PVPAA shall act to maintain the fair and uniform application of promotion and tenure standards across departments, while recognizing valid differences between departments (e.g., publications in the sciences vs. performances or exhibition in the arts).
- c. The PVPAA must follow the timetable for promotion and/or tenure specified in [Section III, AA. Timetable for Tenure and Promotion to All Ranks](#).
- d. The PVPAA may confer only with the candidate's Dean, Department Chair, Department Promotion and Tenure Committee, and/or the candidate himself or herself for purposes of reviewing the application for promotion and/or tenure.
- e. The candidate shall be invited to attend any such meeting between the PVPAA and the Dean, the Department Chair, and/or the Department Promotion and Tenure Committee. In the event that the candidate declines to attend any such meeting, the meeting may be conducted in the candidate's absence, but a written summary of the events of the meeting shall be provided to the candidate.

- f. The PVPAA shall complete his or her individual review of the applications for promotion and/or tenure which have been separately forwarded by the individual deans, and shall communicate his or her own recommendations to the individual candidates in a letter addressed to the candidate.
- g. In the event that the PVPAA determines a negative recommendation, the reason or reasons for the negative recommendation shall be reported in writing to the candidate involved, to the Department Chair of the candidate's department, to the chair of the candidate's Department Promotion and Tenure Committee, and to the Dean of the candidate's college.
- h. Positive and negative recommendations by the PVPAA shall be communicated to the President of the University except in the cases of those candidates who withdraw their applications for promotion.
- i. The PVPAA shall communicate the result of the eventual Board of Visitors actions on continued applications as soon as possible to the respective candidates, the Department Chairs of their departments, and to the Deans of the candidates' colleges.

## **7. President's Responsibilities**

- a. The President shall consider all applications for promotion and/or tenure which have been forwarded by the PVPAA and shall conclude a recommendation regarding each of them. In the event of a negative recommendation, the President should advise the candidate, in writing, of that fact by the last day of February.
- b. Except in the cases of those candidates who withdraw their applications, the President shall communicate his or her recommendations to the Board of Visitors in time for the Board to act on them at its March meeting.

## **8. Conclusion of Appeals**

If a faculty member appeals a negative promotion and/or tenure recommendation by the PVPAA or the President of the University, all action regarding such appeal shall be completed by March, unless further delay is due to actions or requests submitted by the candidate.

*References: Faculty Handbook 1982, 1986, [1987 rev.]; Organization of Teaching Faculty, November 8, 1984; December 5, 1985; April 24, 1986; January 14, 1988; November 10, 1988; Longwood College Council, April 11, 1991. Faculty Senate September 7, 2000; March 18, 2010, April 26, 2012, March 2, 2017, April 5, 2018; Board of Visitors, June 8, 2018.*

## AA. TIME TABLE FOR TENURE AND PROMOTION TO ALL RANKS

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	<b>Department Chair</b> gives to all faculty copies of the department policies on probationary review and promotion and tenure review.
By August 29	<b>Department Chair</b> provides to <b>Chair of Department Promotion and Tenure Committee</b> a list of faculty who will be considered for tenure and promotion.
By September 3	Candidates submit files to <b>Department Chair</b> (or to <b>Chair of the Department Promotion and Tenure Committee</b> if candidate is the Department Chair).
By September 8	<b>Department Promotion and Tenure Committee</b> circulates files of 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	Files are now considered complete; no new materials may be added except for a letter of exception or clarification as provided in <a href="#">Section III, Z. Procedures for Promotion and Tenure</a> , item 1.i.
By October 14	<b>Department Chair</b> and <b>Department Promotion and Tenure Committee</b> exchange letters of recommendation. <b>Department Chair</b> provides copies of both letters to candidate. Both letters are to be addressed to the candidate. All candidate files are returned to <b>Department Chair</b> or assigned location.
By October 21	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> meets with any candidate receiving negative recommendation, if requested.
By October 27	Candidate files written request for reconsideration with <b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> .
By November 3	<b>Department Promotion and Tenure Committee</b> and/or <b>Department Chair</b> replies in writing to any written requests for reconsideration.
By November 4	<b>Department Chair</b> and <b>Department Promotion and Tenure Committee</b> send to college <b>Dean</b> candidate's files and recommendations.
By November 27	<b>Dean</b> completes recommendation and sends letter to <b>candidate</b> , <b>Department Chair</b> , and <b>Department Promotion and Tenure Committee Chair</b> . The recommendation letter is to be addressed to the candidate.

By December 4	<b>Candidate</b> may file a written request for reconsideration of terminating contract with <b>Dean</b> .
By December 10	<b>Dean</b> replies in writing to any written requests for reconsideration.
By December 11	<b>Dean</b> sends recommendations and files to the <b>PVPAA</b> .
<i>Spring Semester</i>	<i>Action</i>
By January 5	<b>PVPAA</b> completes recommendation and sends letter to <b>candidate, Department Chair, Department Tenure Committee Chair</b> , and respective <b>Dean</b> . The recommendation letter is to be addressed to the candidate.
By January 12	If applicable, <b>candidate</b> files written request for reconsideration of negative recommendation with <b>PVPAA</b> .
By January 14	<b>PVPAA</b> replies in writing to any written request for reconsideration of negative recommendation.
By January 17	<b>Candidate</b> may request a hearing by the <b>Faculty Status and Grievances Committee</b> regarding a negative recommendation.
By February 7	If the <b>Faculty Status and Grievances Committee</b> has granted a hearing, it provides its report to the <b>PVPAA</b> . 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 10	<b>PVPAA</b> sends his/her recommendation to the <b>President</b> .
By February 28	<b>President</b> completes recommendation and sends letter to <b>candidate, Department Chair, Department Promotion and Tenure Committee Chair</b> , and the respective <b>Dean</b> . The recommendation letter is to be addressed to the candidate.
March Board Meeting	<b>Board of Visitors</b> acts on recommendation from <b>President</b> .
By May 1	Completion of any delayed appeal by candidate(s) to <b>PVPAA</b> or <b>President</b> .  Completion of election of members and officers of <b>Department Promotion and Tenure Committee</b> for following year.
By May 2	<b>PVPAA</b> provides <b>Dean</b> of the college and <b>Department Chair</b> list of faculty eligible for promotion and/or tenure the following year, and <b>Department Chair</b> provides list to department members and <b>Chair of Department Promotion and Tenure Committee</b> .

