

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: Academic Chairs Council (ACC)

TOPIC: Revisions to Section III. P. Criteria for Faculty Evaluation.

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):

There is a small point of clarification about who receives copies of the agreed-upon evaluation changes for a faculty member taking a sabbatical or Connections leave. Faculty Senate Executive Committee also tasked ACC to address annual evaluations of faculty members on other types of leave.

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):

- 1) Adding the PVPAA to the list of people who receive copies of the evaluation modifications. (Section III. P. Criteria for Faculty Evaluation)
- 2) Adding similar language about evaluation modifications to III. FF. Leaves of Absence for sabbaticals and connections.
- 3) Adding language about the evaluation of faculty on other types of leave and/or those who have stopped the tenure clock. (Section III. P. Criteria for Faculty Evaluation)
- 4) Adding similar language from 3) into Sections III. V. Tenure, III. DD. Maternity Leave, III. EE. Parental Leave, and III. FF. Leaves of Absence.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Sabbatical proposals must come to the PVPAA's office, so a copy of a request for altered evaluation guidelines would accompany such a proposal. Item 1) makes that explicit. Item 3) had been requested by Faculty Senate Executive Committee, and it mirrors language drafted regarding

sabbaticals. Items 2) and 4) ensure that faculty who are considering a sabbatical, Connections, or other type of leave are aware of the need to include annual evaluation alterations as part of their proposal or discussion.

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: