

P. CRITERIA FOR FACULTY EVALUATION

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III. Evaluation of Reassigned Time for Administrative or Supervisory Duties

A number of faculty serve in administrative or supervisory capacities which involve the reassignment of their time from teaching duties to other duties. The evaluation of faculty with reassigned time for other duties should acknowledge this additional dimension of performance with an additional set of criteria. These criteria will vary, depending on the nature of the duties performed by the faculty member. The faculty member, the department chair, and the person supervising the reassigned time will establish appropriate alternate criteria depending on the nature of the duties associated with the reassigned time. This may involve separate evaluations from the department chair and the person supervising the reassigned time. A copy of this agreement will be given to the faculty member, chair, person supervising the reassigned time, college and the PVPAA. This sort of reassigned time should not be given to non-tenured tenure track faculty except in exceptional circumstances. If the reassigned time is outside the department then the person supervising the reassigned time will see that the department gets additional resources if necessary to cover duties previously performed by the faculty member.

IV. Evaluation of Faculty on Sabbatical Leave or in Faculty Connections

If a faculty member is granted a sabbatical or a connections leave in an upcoming academic year, then the faculty member and the Department Chair will establish appropriate criteria for evaluation at the end of the current academic year. Establishing these criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, ~~and~~ college Dean, and PVPAA.

If the sabbatical is for the full contract year, then the evaluation should be based exclusively on the parameters of the approved sabbatical. If the sabbatical is for one-half the contract year or the faculty member is part of the Connections program, then the evaluation of areas of teaching, scholarship, and/or service that are not related to the sabbatical or Connections will occur solely for the semester in which the faculty member is not on sabbatical or Connections. For areas of teaching, scholarship, and/or service that are part of the sabbatical or Connections, evaluation must include elements of faculty performance during both semesters.

V. Evaluation of Faculty on Other Types of Leave and/or Who Stop the Tenure Clock

When a faculty member goes on another type of leave (e.g., parental leave) and is seeking altered responsibilities, the faculty member should include these responsibilities in the request. When a faculty member submits a request to stop the tenure clock (whether in conjunction with a leave or not), the request should include any altered responsibilities in the request. The faculty member and the Department Chair will establish (or modify, depending on the timing of the request) appropriate criteria for evaluation at the end of the

relevant academic year. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. All criteria will be in writing, and a copy of these criteria will be given to the faculty member, Chair, college Dean, and PVPAA.

V. TENURE

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POLICY ON STOPPING THE TENURE CLOCK

1. **General Provisions:** Tenure-track faculty members normally have a probationary period between the time they begin employment and the tenure decision. Modifications in the length of this period from that specified in the letter of offer take the form of a one-year *stop in the tenure clock*, in which the employee
 - a. postpones the next scheduled reappointment review for a year, and
 - b. agrees to a one-year postponement in the latest date for the tenure decision.

No more than one extension of the probationary period shall be granted.

2. **Reasons for stopping the clock:** Stops in the clock are neither routine nor automatic. They are possible only in certain exceptional cases. There are essentially two criteria for stopping the clock:
 - a. Childbirth or adoption of a child. One or both parents or guardians may apply.
 - b. Other factors beyond the employee's control that significantly detract from the employee's academic record. Although it is not possible to enumerate all of these factors, a few examples include (a) severe illness or disability, (b) natural disasters such as floods or fires, and (c) faculty who have taken leave under the Family Medical Leave Act.
3. Failure to make adequate progress toward tenure is not an adequate justification for stopping the clock.
4. **The Process:** Stopping the clock requires an explicit, written request from the affected employee submitted to the Department Promotion and Tenure Committee and the Department Chair simultaneously. The request must specify the reason for stopping the clock. The written request need not reveal highly personal details; however, the employee should be willing to provide enough information to make a persuasive case under one of the criteria listed above. Part of the written request must include any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. The Department Chair must then forward the request, with the independent recommendations of the Department Promotion and Tenure Committee and the Department Chair, to the college Dean. The Department Promotion and Tenure Committee should not address any requested alterations to the annual evaluation criteria. The college Dean then forwards the request, with a recommendation, to the Office of Academic Affairs. The PVPAA shall notify the employee in writing of the decision, and send copies of the decision to the Dean, Department Chair, and Department Promotion and Tenure Committee. All decisions shall be handled expeditiously.

Additional Information: The following remarks may help answer some questions that frequently arise about stopping the clock.

- a. Academic Affairs will not approve requests retroactively. The request must be made within one year after commencement of the exceptional circumstances and prior to the submission of the tenure file.
- b. The fact that an employee's tenure clock has been stopped has no bearing on the tenure decision other than its timing. In particular, there is no penalty for stopping the tenure clock.
- c. It is the employee's responsibility to request a clock stop. However, no employee is compelled to ask for or accept a stop in the clock. Department chairs and deans may notify employees of the university's policy when a particular employee encounters an event fitting one of the criteria listed above.
For example, it is reasonable to remind a woman who is expecting a child that she can stop the tenure clock.
- d. The clock will not automatically stop during a leave of absence without pay. An employee taking leave without pay may request a clock stop, provided at least one of the criteria listed above applies. In this case the normal procedure is to request the clock stop before the leave of absence begins.

DD. MATERNITY LEAVE

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1. Process for Requesting Leave

With the exception of unusual and unexpected circumstances, faculty members must notify their Department Chair in writing (copying in the Department of Human Resources) of their request for maternity leave at least 90 days prior to the date the leave is to begin. The Department Chair will notify the Dean of the request and make any necessary adjustments to the class schedule for the following semester, making every effort to find faculty coverage for courses that were to be taught by the faculty member on leave rather than canceling the class. The Dean will work with the Provost and Vice President for Academic Affairs to ensure that Department Chairs will have adequate funding to pay for course coverage.

The faculty member should include in their request any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions.

EE. PARENTAL LEAVE

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3. Process for Requesting Leave

With the exception of unusual and unexpected circumstances, faculty members requesting paid parental leave must simultaneously notify their Department Chair and the Department of Human Resources in writing of their request at least 90 days prior to the beginning of the semester in which the leave will be taken. The faculty member must provide the Department Chair with a detailed plan for covering the course content that will be missed at least 30 days prior to the anticipated first day of parental leave. Examples of alternative, flexible course delivery methods include, but are not limited to, delivering lectures via distance technology, inviting guest lecturers to class, and offering a course on a more condensed schedule. The Department Chair will notify the Dean of the request and share the class coverage plan with the Dean. The Dean will notify the Provost and Vice President for Academic Affairs of approved paid parental leave requests planned for the semester.

The faculty member should include in their request any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions.

FF. LEAVES OF ABSENCE

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1. Sabbatical Leave Program.

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- b. Application Procedure and Proposal Guidelines. A candidate for a sabbatical leave must submit a proposal to the Committee on Faculty Development. Section V, G. contains procedures and guidelines for such a proposal. Any additional procedures or guidelines for proposals will be distributed by the Committee on Faculty Development within the first five weeks of the fall semester and will also be available in the office of the Provost and Vice President for Academic Affairs (PVPAA).

A sabbatical leave proposal must be approved by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in Section V, F. of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. (If a department chair is applying for a sabbatical leave, applications for sabbatical leave from members of that department require only the dean's prior approval.) The faculty member should include in their proposal any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. See Section III, P. Criteria for Faculty Evaluation for more detail.

If a sabbatical leave is not recommended by a department chair, dean, or the Committee on Faculty Development, a written rationale for the decision must be provided to the applicant and the applicant may provide a written response. Any rationale must be based solely on the merits or detriments of the sabbatical application, excluding any reference to the tenure process if the applicant is up for tenure review. The written rationale and response must be included in the application packet and forwarded to the Committee with all other materials for consideration.

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his or her recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting sabbatical leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

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4. Faculty Connections Program.

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- b. Application Procedure and Proposal Guidelines. A candidate for a faculty connections leave must submit a proposal to the Committee on Faculty Development. The faculty connections leave proposal must be approved in advance by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in Section V, E. of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. The faculty member should include in their proposal any alterations to the criteria for the annual faculty evaluation. Altered criteria may involve lowering minimum percentages of teaching, scholarship, and/or service in a typical faculty evaluation; the Chair and the college Dean must approve any such reductions. See Section III, P. Criteria for Faculty Evaluation for more detail.

Section V, E. contains guidelines for faculty connections leave proposals.

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the PVPAA. The PVPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting faculty connections leaves and provides written notification of this decision to the candidates, the PVPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

Faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned. Once a signed contract for participation is received, the academic dean can finalize hiring of any adjunct faculty required to perform the academic duties of the faculty member on leave.