

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 a) Section III. Academic Personnel Policies Q. Probationary Review – Tenure-Track Faculty; b) APPENDIX D.

**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):

Department chairs feel that it would provide more consistency and transparency for all previously exchanged probationary letters between department P&T committees and department chairs to be included in a faculty member's tenure portfolio.

**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) **Requiring all previous letters from both the department tenure committee and the department chair to be included in a probationary faculty member's tenure portfolio.**
- 2) **Changing a gender-specific word.**

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

- 1) Department chairs and members of department tenure committees who are new to their roles would benefit from seeing the history of what has been commented upon in prior years about a probationary faculty member's performance. Including these letters provides an explicit history of comments and recommendations made to a probationary faculty member and a clear documentation of progress made in response to any recommendations.

Date submitted to Senate Executive Committee for Consideration: Jan 28, 2016

Action(s) Taken: **Refer to Feb. 4, 2016 Faculty Senate Meeting**

Date first read at Faculty Senate: Feb 4, 2016

Action(s) Taken: Voice vote

Date final action taken by Faculty Senate: Feb 4, 2016

Final action(s) Taken: Passed

## Q. PROBATIONARY REVIEW - TENURE TRACK FACULTY

6. 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 probationary review. The portfolio shall contain evidence of the candidate's credentials, teaching proficiency, and professional growth, including:

- a. The candidate's curriculum vitae in a form consistent with the model found in Appendix E.
- b. Up to five samples from the last five years of items listed under Scholarly Activities in the curriculum vitae model found in Appendix E.
- c. The most recent syllabus for each course taught regularly.
- ~~e~~.d. All previous exchanged letters from both the Department Tenure Committee and the Department Chair.
- ~~d~~.e. The computer summaries of data from student evaluation forms for the entire probationary period.
- ~~e~~.f. Such supplements and documentation as the written department procedures may specify.
- ~~f~~.g. No more than fifteen pages of additional material submitted by the candidate.
- ~~g~~.h. A self-evaluation of professional teaching development and a statement of teaching philosophy.

7. A dean or the PVPAA may elect to receive only copies of the review and vita from the department, rather than the entire portfolio, with an option to later request the entire portfolio. If the PVPAA does not already have on file all letters from previous years in the probationary review process, copies of such letters should be sent ~~at his~~upon request.

**APPENDIX D**  
*Procedures for Tenure*

**2. Candidate's Responsibilities**

- a. Each faculty member has the primary responsibility for providing material in support of his or her application for tenure.
- b. The candidate must follow the time table for tenure found in Appendix B.
- c. The candidate must provide evidence of professional achievement that is recognized within and beyond the state and region, and potential for further professional growth.
- d. Each faculty member shall establish in his or her first year of service a professional portfolio for the use of the committees and individuals involved in personnel evaluation. The portfolio shall contain evidence of the candidate's credentials, teaching proficiency, and professional growth, including
  - (1) The candidate's curriculum vitae in a form consistent with the model found in Appendix E.
  - (2) Up to five samples from the last five years of items listed under Scholarly Activities in the curriculum vitae model found in Appendix E.
  - (3) The most recent syllabus for each course taught regularly.
  - ~~(3)~~(4) All previous exchanged letters from both the Department Tenure Committee and the Department Chair.
  - ~~(4)~~(5) The computer summaries of data from student evaluation forms for the entire probationary period.
  - ~~(5)~~(6) Such supplements and documentation as the written department procedures may specify.
  - ~~(6)~~(7) No more than fifteen pages of additional material submitted by the candidate.
  - ~~(7)~~(8) A self-evaluation of professional teaching development and philosophy.