

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: *Committee on Promotion and Tenure Policies and Procedures*

**TOPIC:** *Revisions to the FPPM- Evaluation of All Faculty*

**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):

*The P&T Committee was asked to review the timeline for faculty observations in the spring semester. The concern was that the Department Tenure Committee and Department Chair need to complete observations in a very condensed amount of time once the spring semester begins. The suggestion was made to move the timeline back to give a few more weeks for observations in the spring semester. The Committee decided not to make suggested revisions to the timeline so that there is sufficient time to rebut any negative evaluations. We, however, would like to make it clearer that faculty will be notified of their scheduled observations at the beginning of the year (allowing observations to occur in the fall and beginning of the spring semester).*

**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):

Recommended changes to the policy (FPPM 2015-2016, p. 221):

*Time Table for Probationary Review of Tenure Track Faculty in their first year of employment*

Fall Semester	
beginning of contract period	Department Chair gives all new faculty copies of department policies on <u>and schedule for</u> probationary review. Department Tenure Committee meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.

Recommended changes to the policy (FPPM 2015-2016, p. 224):

*Time Table for Probationary Review of Tenure Track Faculty in their Second Through Fifth Years of Employment*

Fall Semester	
beginning of contract period	Department Chair gives all tenure-track faculty copies of department policies on and schedule for probationary review. Department Tenure Committee meets with the probationary faculty member during the first semester to set expectations and to discuss the probationary review process.

Recommended changes to the policy (FPPM 2015-2016, p. 231):

*Time Table for Tenure Review*

Fall Semester	
beginning of	Department Chair gives all <del>new</del> tenure-track faculty copies of department policies on and schedule for tenure.

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

*This change is proposed so that all faculty members moving through the tenure review process are notified about the timeline and schedule for review. This also ensures that the Department Chair is clearly communicating when observations will be scheduled.*

Date submitted to Senate Executive Committee for Consideration: March 31, 2016

Action(s) Taken: Refer to Senate Meeting on April 7, 2016

Date first read at Faculty Senate: April 7, 2016

Action(s) Taken: Motion made and seconded to amend the first sentence on all 3 pages changing "schedule" to "observation timeframe".

Date final action taken by Faculty Senate: April 7, 2016

Final action(s) Taken: Approved

Coversheet created 4/2011