

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 Lecturers and Clinical Educators*

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 submission requirements and timeline for lecturers and clinical faculty for the first year and 2nd – 5th years. The committee is proposing to make the recommended changes to the first year timeline so that lecturers and clinical faculty are not required to complete a professional file in the first weeks of employment (a standard that is not even required of first year tenure track faculty). We decided not to make suggested revisions to the timeline for 2nd – 5th year submissions 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):

Existing policy that we are recommending to be deleted (FPPM 2015-2016, p. 227-228):

*~~Time Table for Probationary Review of Lecturers, and Clinical Educators in their first semester of employment~~**

Fall Semester	
beginning of	Department Chair gives all lecturers and clinical educators copies of department policies on probationary review.
by August 29	Department Chair provides to Chair of Department Tenure Committee a list of lecturers and clinical faculty in their first, second, third, fourth, and fifth years of full

	time teaching.
by September 3	Lecturers and clinical faculty in their first semester of employment submit files to Department Chair.
by September 4	Department Chair provides to Chair of the Department Tenure Committee the files of lecturers and clinical faculty in their first semester of employment.
by September 8	Department Tenure Committee circulates files of lecturers and clinical faculty in their first semester of employment to members and notifies faculty members of any missing items.
by September 15	The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in Appendix C, 2k .
by October 25	Department Tenure Committee returns files of lecturers and clinical faculty in their first semester of employment to Department Chair.
by October 31	Department Chair and Department Tenure Committee exchange letters of recommendation for lecturers and clinical faculty in their first semester of employment. Department Chair forwards copies of both letters to the faculty member. The recommendation letter is to be addressed to the faculty member.
by November 7	Department Tenure Committee and/or Department Chair meets with any lecturers and clinical faculty in their first semester of employment receiving negative recommendation, if requested.
by November 14	Department Tenure Committee and/or Department Chair considers requests for reconsideration of negative recommendations, if any, for reviews of lecturers and clinical faculty in their first semester of employment.
by November 21	Department Tenure Committee and/or Department Chair replies to any requests for reconsideration of negative recommendations.
by November 23	Review letters from the Department Chair and Department Tenure Committee for

	lecturers and clinical faculty in their first semester of employment are sent by the Department Chair to the Dean and PVPAA. The PVPAA will receive all previous letters in the probationary review process.
by November 30	If recommending that a contract not be renewed for lecturers and clinical faculty in their first semester of employment, the Dean writes a letter to the PVPAA with a copy to the candidate, Department Chair, and Department Tenure Committee Chair.

Recommended changes to the policy (FPPM 2015-2016, p. 228-229):

*Time Table for Probationary Review Lecturers, and Clinical Educators in their second first through fifth year of employment **

<u>Fall Semester</u>	
<u>beginning of</u>	<u>Department Chair gives all lecturers and clinical educators copies of department policies on and schedule for probationary review. Department Tenure Committee meets with all lecturers and clinical educators during the first semester to set expectations and to discuss the probationary review process.</u>
Spring Semester	
by January 10	Lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment submit files to Department Chair.
by January 11	Department Chair provides to Chair of the Department Tenure Committee the files of lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment.
by January 15	Department Tenure Committee circulates files of lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment to members and notifies faculty members of any missing items.
by February 10	Department Chair and Department Tenure Committee exchange letters of recommendation for lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment. Department

	Chair forwards copies of both letters to the faculty member. The recommendation letter is to be addressed to the faculty member.
by February 17	Department Tenure Committee and/or Department Chair meets with any lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment receiving negative recommendation, if requested.
by February 21	Department Tenure Committee and/or Department Chair considers requests for reconsideration of negative recommendations, if any, for reviews of lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment.
by February 27	Department Tenure Committee and/or Department Chair replies to any requests for reconsideration of negative recommendations.
by February 28	Review letters from the Department Chair and the Department Tenure Committee for lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment are sent by the Department Chair, to the Dean, and PVPAA. The PVPAA will receive all <u>final</u> letters from <u>previous years</u> in the probationary review process.
by March 7	If recommending that a contract not be renewed for lecturers and clinical faculty in their <u>first</u> , second, third, fourth or fifth year of employment, the Dean writes a letter to the PVPAA with a copy to the candidate <u>lecturer or clinical faculty</u> , Department Chair, and Department Tenure Committee Chair.

~~* Lecturers and Clinical Educators are reviewed during their first semester of employment. Thereafter, they are reviewed annually following the same timetable as for the Spring Semester review of first year probationary faculty members.~~

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 we give new lecturers and clinical educators time to adjust to their new position before submitting their professional file (currently required on September 3rd) and to give departments adequate time to observe the faculty once they have gotten their bearings (currently observations and letters of recommendation are due on October 31st). We believe the current timeline puts an undue burden on the new faculty member as well as the Department Tenure Committee and Department Chair. The proposed revisions still allows the new faculty to be observed in the fall, but they will not need to submit their file until January 10th and recommendations will not be due until February 10th. This timeline seems more reasonable and still provides new faculty feedback on their performance.

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 send back to Promotion and Tenure Committee.

Date final action taken by Faculty Senate: _____
Final action(s) Taken:

Coversheet created 4/2011