

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- Recommendation Letters*

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 provide clarity in the wording of the FPPM around who can see which letters of recommendations when more than one letter has been written to support or deny tenure to a faculty member (due to a reversal of position – either positive or negative). The Committee is recommending that only the final recommendation letter move up through the process. We feel that this is the intent of the FPPM now, but a small revision to the language will make this clearer.

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. 232):

Time Table for Tenure Review

Fall Semester	
by November 4	Department Chair and Department Tenure Committee send to College Dean tenure files and <u>final</u> recommendations. <u>No letters or appeals prior to final recommendations are to be sent unless requested in writing by the candidate.</u>
by December 11	Dean sends <u>final</u> tenure recommendations and files to the PVPAA. <u>No letters or appeals prior to final recommendations are to be sent unless requested in writing by the candidate.</u>

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 it is clear that the final recommendation letter, if more than one were written, should be the only letter that is passed through the tenure review process. This does not preclude the letter from containing information written in the previous letter, but makes it clear that only the final letter should be reviewed by the next person/people in the process.

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