

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. This cover sheet is being piloted during spring and fall 2011.

**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:** *Electronic Submission of Materials for Probationary Review and for Promotion and Tenure Review*

**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):

Based upon a proposal from the Department of Health, Athletic Training, Recreation and Kinesiology (HARK), the Committee on Promotion and Tenure Policies and Procedures recommends that departments have the option of requesting faculty to submit materials for probationary review, promotion and tenure in electronic format.

**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):

Departments may choose to allow or require electronic submission of materials for probationary review, promotion or tenure.

Examples of electronic formats may include a course created in Blackboard, DVDs, shared drives or other appropriate tools. The format chosen for submission of electronic portfolios by the department must conform to privacy policies established by the University, and access must be limited to those with authority (the candidate, members of the Department Committee on Promotion and Tenure, Department Chair, Dean, VP, President, Board of Visitors).

Materials should be retained by the Department Chair throughout the probationary review process, until tenure or promotion is granted. Once tenure or promotion is granted, materials should be archived.

Letters from the P & T Committee, Department Chair, Dean, VPAA, President, Board of Visitors, will be added to the electronic portfolio as they are submitted, but will also be provided in hard copy according to the policies already established, and hard copies of the letters will be maintained in the office of the Department Chair.

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

Electronic submission of review materials would:

- save a tremendous amount of paper, and therefore money;
- eliminate the bulk and weight of portfolios;
- save storage space in those departments where hard copies are kept indefinitely;
- facilitate transmittal from one level to another

Date submitted to Senate Executive Committee for Consideration: April 20, 2012

Action(s) Taken:

Date first read at Faculty Senate: \_\_\_\_\_

Action(s) Taken:

Date final action taken by Faculty Senate: \_\_\_\_\_

Final action(s) Taken: