

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 in electronic format, using Blackboard.

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 choosing to allow or require electronic submission of materials for probationary review, promotion or tenure, via Blackboard, would follow these guidelines:

- 1) Department Chair would create a COURSE where the members of the P & T Committee and Department Chair are listed as instructors. The faculty members who are being reviewed would be listed as students. The chair of the committee would create “assignments” that include all of the requirements from the FPPM and those items specified by the department.
- 2) Faculty would submit their materials in PDF format on or before the due dates.

3) When the review moves forward to the Dean and Vice President for Academic Affairs, they would be added as instructors to the course. When the review moves to the President and the Board of Visitors, they would be added as instructors to the course.

4) The course would be deleted after the March Board of Visitors meeting.

5) Letters from the P & T Committee, Department Chair, Dean, VPAA, President, Board of Visitors, would continue to be provided in hard copy according to the policies already established, and hard copies 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

Questions for senators to discuss:

- Should the mode of electronic submission (Blackboard/File Share/DVD/etc.) be left to the discretion of each department? How would Deans, VPAA, etc., feel about this?
- Is security sufficient in Blackboard/File Share/etc. to prohibit hacking or loss of data?
- Should electronic submission of materials be the only acceptable mode of submission, eliminating paper submissions altogether?

Date submitted to Senate Executive Committee for Consideration: March 30, 2012

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: