

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 & PROCEDURES (CPTPP)

TOPIC: Changes to Time Table for Probationary Review of Tenure Track Faculty and Lecturers, see Appendix B, Time Tables for Review of Faculty in FPPM, pp. 192-194

Changes include separation of time table for faculty in their second through fifth years of employment from faculty in their first year of employment; addition of an appeals process for faculty in their second through fifth years; and changes in the dates of the time table.

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 CPTPP has worked hard this year to review the "Time Tables for Review of Faculty" as they appear in the FPPM, Appendix B, pp. 190-198. The CPTPP first sent its changes to the Faculty Senate Executive Committee in late November 2010. The Executive Committee met with members of the CPTPP in December to review some of the proposals. Dr. Goetz, chair of the CPTPP, gave an update to Faculty Senate at its December meeting. The CPTPP worked on further revisions during the spring semester.

The Faculty Senate Executive Committee has broken up the proposals for Senate's consideration, rather than reviewing the policy as a whole. Of the changes the committee has proposed, some of the most significant apply to changes to the Time Table for Probationary Review of Tenure Track Faculty and Lecturers. As a result of past experience, the CPTPP, under advisement from the Senate Executive Committee, has devised an appeals process for probationary faculty in their second through fifth years who receive a terminating contract from the Dean or VPAA.

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):

1. The current Time Table applies to all Probationary Tenure-Track Faculty in their first through fifth years. The CPTPP proposes the separation of the Time Table for probationary faculty in their second through fifth years of employment from the Time Table for faculty in their first year of employment and lecturers after their first year.
2. The CPTPP proposes adding an appeals process for tenure-track faculty in their 2nd through 5th years of employment who receive a terminating contract from the Dean or VPAA. As the current policy stands, the timeline for probationary faculty in their second through fifth year of employment ends December 1, when the review letters from the Department Chair and Department Tenure Committee are sent to the Dean and VPAA. An appeals process has been added in the event the Dean or VPAA recommends a termination of contract. The FPPM describes the issuing of contracts to probationary faculty in Section III, G. Selection, Appointment, and Reappointment of Faculty, pp. 84-85.
3. The CPTPP proposes changing the dates in the Time Table for Tenure-Track Faculty in their second through fifth years of employment.
4. The CPTPP proposes changing the “exchange” of letters at the departmental level to a hierarchical process for both faculty in their second through fifth years and for first-year faculty. This proposal corresponds to proposed changes to the Time Tables for Tenure and Promotion (see that proposal for further rationale and explanation).

Current text of the policy and proposed changes are attached to this proposal.

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

1. The separation of the Time Tables for probationary faculty in their second through fifth years of employment and in their first year of employment is for clarification and ease of reading and to accommodate a new timeline for an appeals process for probationary faculty.
2. Appeals Process: The appeals process proposed by the CPTPP parallels the reconsideration/appeals process in place for faculty undergoing tenure and promotion review. Please note that in the attached text of the proposed policy, the timeline for an appeal to the Faculty Status and Grievances Committee has been intentionally omitted at this time. Separate changes to that procedure will be proposed and will involve changing the language in other parts of Appendix B, as well as the language in Section III. J. Committee on Faculty Status and Grievances, pp. 158-165.

3. Changes in dates of timeline: The dates of the timeline was changed to make them consistent with the dates for the Time Table for Promotion and Tenure, as well as to accommodate an appeals process. Furthermore, Dean Charles Ross pointed out that according to Section III, G, p. 85, first-year faculty who are not to be reappointed are to receive notice by March 1; yet, Appendix B states that probationary review letters for first-year faculty are sent to the Dean by February 28, giving the Deans less than twenty-four hours to issue terminating contracts, if necessary.
4. For a rationale about changing the “exchange” of letters at the departmental level to a hierarchical process, see other proposal.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken:

TEXT OF CURRENT POLICY: Appendix B, Time Table for Probationary Review of Tenure Track Faculty and Lecturers, pp. 192-194

*Time Table for Probationary Review of Tenure Track Faculty and Lecturers**

Fall Semester

beginning of	Department Chair gives all new faculty copies of department policies on probationary review.
by August 29	Department Chair provides to Chair of Department Tenure Committee a list of faculty for probationary review, i. e., those in their first, second, third, fourth, and fifth years of full-time teaching.
by September 4	Department Chair provides to Chair of the Department Tenure Committee the files of probationary faculty members in the second, third, fourth, or fifth year of full-time teaching.
by September 8	Department Tenure Committee circulates files of probationary review faculty to members and notifies probationary faculty members of any missing items.
by October 25	Department Tenure Committee returns files of probationary faculty to Department Chair .
by October 31	Department Chair and Department Tenure Committee exchange letters of recommendation for probationary faculty members in their second, third, fourth, and fifth years of employment. Department Chair forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the probationary faculty member.

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by November 7 **Department Tenure Committee** and/or **Department Chair** meets with any probationary faculty member 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 probationary reviews.

by November 21
(or one week after
hearing, if earlier) **Department Tenure Committee** and/or **Department Chair** replies to any requests for reconsideration of negative recommendations.

by December 1 Probationary review letters from the **Department Chair** and **Department Tenure Committee** for probationary faculty members in their second, third, fourth, and fifth years of employment are sent by the **Department Chair** to **the Dean** and VPAA.

Spring Semester

by February 10 **Department Chair** and **Department Tenure Committee** exchange letters of recommendation for first year probationary faculty members. **Department Chair** forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the first year probationary faculty member.

by February 17 **Department Tenure Committee** and/or **Department Chair** meets with any first year probationary faculty member 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 first year probationary reviews.

by February 27
(or week after
hearing if earlier) Department Tenure Committee and/or Department Chair replies to any requests for reconsideration of negative recommendations.

by February 28 Probationary review letters from the **Department Chair** and the **Department Tenure Committee** for first year probationary faculty members are sent by the **Department Chair**, to **the Dean**, and VPAA. **The VPAA** will receive all previous letters in the probationary review process.

* Lecturers 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.

TEXT OF PROPOSED POLICY: Changes are highlighted; deletions are in strikethrough and additions are underlined.

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

Fall Semester

- beginning of **Department Chair** gives **all new faculty** copies of department policies on probationary review.
- by August 29 **Department Chair** provides to **Chair of Department Tenure Committee** a list of faculty for probationary review, i. e., those in their first, second, third, fourth, and through fifth years of full-time teaching, including lecturers in their first semester.
- by September 3 Probationary candidates submit files to **Department Chair** (or to Chair of the **Department Tenure Committee** if candidate is the **Department Chair**).
- by September 4 **Department Chair** provides to **Chair of the Department Tenure Committee** the files of probationary faculty members in the second, third, fourth, or through fifth year of full-time teaching, and lecturers in their first semester.
- by September 8 **Department Tenure Committee** circulates files of probationary review faculty to members and notifies probationary faculty members of any missing items. All missing materials must be submitted by the candidate within one week of notification. 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, 2j](#).
- by October 257 **Department Tenure Committee** writes recommendations and sends letter to candidate. Letters are to be addressed to the probationary faculty member and copied to the Department Chair. Department Tenure Committee returns files of probationary faculty to **Department Chair**.
- by October 3114 **Department Chair and Department Tenure Committee** exchange—writes letters of recommendation for probationary faculty members in their second, third, fourth, and through fifth years of employment, including lecturers in their first semester, and sends letter to the probationary faculty member. Department Chair forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the probationary faculty member and copied to the Department Tenure Committee.

by ~~November 7~~ **October 21** **Department Tenure Committee** and/or **Department Chair** meets with any probationary faculty member receiving negative recommendation, if requested.

by ~~November 14~~ **October 27** **Candidate** files written request for reconsideration of a negative recommendation with **Department Tenure Committee** and/or **Department Chair**.

~~Department Tenure Committee~~ and/or ~~Department Chair~~ considers requests for reconsideration of negative recommendations, if any, for probationary reviews.

by November ~~21~~ **3**
(~~or one week after hearing, if earlier~~) **Department Tenure Committee** and/or **Department Chair** replies to any written requests for reconsideration of a negative recommendations.

by ~~December 1~~ **November 4** **Copies of P** probationary review letters from the **Department Chair** and **Department Tenure Committee** for probationary faculty members in their second, ~~third, fourth, and~~ **through** fifth years of employment are sent by the **Department Chair** to the **Dean** and VPAA.

By ~~December 7~~ **November 27** If recommending a terminating contract, the **Dean** writes a letter to the **VPAA** with a copy to the **candidate, Department Chair, and Department Tenure Committee Chair**.

By ~~December 14~~ **4** **Candidate** files written request for reconsideration of terminating contract with **Dean**.

by ~~December 15~~ **10** **Dean** replies to any written request for reconsideration.

by ~~December 16~~ **11** **Dean** sends recommendations and files to the **VPAA**.

Spring Semester

by January 5 For candidates with a recommendation for a terminating contract from the **Dean**, the **VPAA** completes recommendation and writes letter to **candidate, Department Chair, Department Tenure Committee Chair, and respective Dean**. Letters are to be addressed to the candidate.

by January 12 **Candidate** files written request for reconsideration of terminating contract with **VPAA**.

by January 14 **VPAA replies to written request for reconsideration of terminating contract.**

[NOTE: The spring semester time table for appeal to the Faculty Status and Grievances Committee has been omitted from this proposal at this time pending consideration of revision of other policies that also involve the Faculty Status and Grievances Committee.]

Time Table for Probationary Review of Tenure-track faculty in their first year and lecturers in their second through fifth years of employment

Spring Semester

By ~~February 3~~ January 20 **Department Tenure Committee** writes recommendations for first year probationary faculty members and lecturers in their second through fifth years of employment and sends letter to candidate. Letters are to be addressed to the probationary faculty member or lecturer and copied to the Department Chair. Department Tenure Committee returns files of probationary faculty to **Department Chair.**

by February 10 ~~January 27~~ **Department Chair** and **Department Tenure Committee** exchange writes letters of recommendation for first year probationary faculty members and lecturers in their second through fifth years of employment, and sends letter to the probationary faculty member or lecturer. ~~Department Chair~~ forwards copies of both letters to the probationary faculty member. The recommendation letter is to be addressed to the first year probationary faculty member or lecturer and copied to the Department Tenure Committee.

by February 17 ~~3~~ **Department Tenure Committee** and/or **Department Chair** meets with any first year probationary faculty member or lecturer receiving negative recommendation, if requested.

By February 10 **Candidate** files written request for reconsideration of a negative recommendation with **Department Tenure Committee** and/or **Department Chair.**

by February 21 ~~Department Tenure Committee~~ and/or ~~Department Chair~~ considers requests for reconsideration of negative recommendations, if any, for first year probationary or lecturer reviews.

by February 27 ~~17~~ Department Tenure Committee and/or Department Chair replies to any written requests for reconsideration of negative recommendations for first year probationary or lecturer reviews.

(or week after hearing if earlier)

by February 28 24 Copies of Pprobationary review letters from the **Department Chair** and **Department Tenure Committee** for first year probationary faculty members and lecturers in their second through fifth years of employment are sent by the **Department Chair**, **to the Dean**, and **VPAA**. **The VPAA** will receive all previous letters in the probationary review process.

* Lecturers 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.