

To: Faculty Senate

From: PPC, Joan Kunz (Senate Rep), Matthew Haines (co-chair), Jeanine Gregoire (co-chair), Marc McIntosh, Frankie Shackelford

Re: Faculty Handbook on Tenure and Promotion

Date: ~~03.02.2017~~ 04.05.2017

updates to this note to Senate are highlighted below - the changes are a) based on comment from comments from the Faculty at the 1st reading surrounding a description of the Dean's Report, and b) adjusting some numbering

A PPC subcommittee consisting of Karen Kaivola and former/current CTP members Jill Dawe, Dave Matz, and Dale Peterson, have been meeting over the last two years considering alterations to the process on tenure and promotion. They have identified some issues that are relatively easy to address, others that are more complex. PPC has drafted handbook language for some of their recommendations and updated some other language in section 6. There is more work to be done in both section 6 and related language in the ByLaws section 9.1.

At this point, PPC asks the Senate to consider the attached changes to Section 6 that mostly focus on calendar changes and Hiring with Tenure. Timeline inclusions are listed below. The proposed language regarding Hiring with Tenure, we believe, ensures faculty have some voice in the process of hiring with rank and tenure, where none was available before (at least none described in the handbook). It creates a structure whereby faculty can review the credentials of administrative appointments with tenure (or the appointment of senior colleagues, which such appointments meet the needs of the College), relative to our criteria for tenure and promotion.

Eventually, more changes are needed, such as updating the roles of Dean and Provost. As we are discovering, "Dean" should be changed to "Provost" some of the time, but not universally. PPC recommends that we do not alter any of the Dean/Provost language until we are ready to make comprehensive changes to Section 6. We are planning to work with the Office of Academic Affairs on drafting these changes during May or summer.

In the meantime, we feel that the timeline and hiring with tenure are important to implement now: the timeline clarify some of the review process and will affect the workings of CTP next year, and the hiring with tenure language might be utilized in the upcoming Dean of Professional Studies hire.

**Other Changes:**

Additionally (or subtractionally), "Section 6.0.4 Temporary Transition Statement (Note: This section will automatically be deleted in September of 2015)" is finally being struck. We are also fixing a numbering glitch by changing duplicated numbering (the first 6.1.1-6.1.3 are now renumbered to 6.01-6.0.3).

**Timing for proposed language:**

PPC is scheduled to bring this language to the Faculty for a first reading on the March 9 faculty meeting; discussion and vote at the April 6 faculty meeting - so that any approved language can be brought to the board for their end of April meeting for approval.

**Documents:**

Attached are a) a pdf of all of Section 6 of the Faculty Handbook with the recommended changes and b) an abbreviated pdf that only had the pages that include changes.

**Location and topic of changes:**

6.0 p. 55-57 (updated numbering)

6.0.4 p.56-57 Deletion of 2015 transition statement

6.1 p.58 first of several [Hiring with Tenure](#) statements

6.1.1 p.59 more [Hiring with Tenure](#)

p.63 (typo - a hyphen added)

6.2.1.H p.65-66 [Hiring with Tenure](#)

6.2.3 p.67-71 [Timeline changes](#)

6.4.1 p.78 [Inclusion of Dean's Report in required portfolio documentation](#)

6.4.2 p.78 [Additions of section numbers to quick reference list](#)

6.4.5 p.81 [Departmental Report content and Author](#)

6.4.7 p.83 [Description of Dean's Report](#)

6.4.8 p.83 [renumbering](#)

6.5.4 p.87 (formatting only)

6.6.6 p.93-94 [Timeline - first year review](#)

6.7.1 p.94 [Timeline - third year review](#)

6.7.3 p.97 [Dean's report - third year review](#)

6.8.1 p.100 [Timeline statement - tenure and promotion](#)

6.8.3 p.103 [Dean's report - tenure review](#)

6.8.4 p.104 External disciplinary letter for tenure

6.10.3 p.114 [Dean's Report to CTP for Promotion to Professor \(error - currently says for Tenure and Promotion\)](#)

6.10.4 p.115 External disciplinary letter for promotion to professor

**Review timelines additions:**

- [General statement on deadlines if deadline on a weekend - also stating the practice that extensions may be approved by the Provost.](#)
- [1st yr: Dept Chair conversation with faculty member](#)
- [3rd yr: Dean Approves Departmental Review Committee](#)
- [3rd yr/Tenure/Promotion: Dean's Report to CTP](#)
- [3rd yr/Tenure: Notification of Terminal Contract \(if necessary\)](#)
- [Tenure/Promotion: Board of Regents Ratification](#)

- Sabbatical leave: Dean recommendation to Provost and Provost acts on recommendation