

Motion 3: Approved at 10-03-05 Faculty Senate meeting

applications for promotion and tenure, administrators may have information concerning an application that is not evident or available to committee members. The system should provide opportunity for administrators to offer relevant information, while preserving the autonomy of committees.

3. **Faculty members serving on committees concerning promotion and tenure at any level shall be tenured and currently full-time employed at EKU. Committee members shall be elected by their peers.**

This recommendation is consistent with current practice at the university, and the committee sees no reason to recommend a change.

4. **Faculty rank shall be a consideration for service on promotion and tenure committees.**

- a. **The rank of Associate Professor or Professor shall be required to serve on the College Promotion and Tenure Committee.**
- b. **The rank of Professor shall be required for a faculty member to serve on the University Promotion and Tenure Committee.**
- c. **When this provision cannot be met, chairs and deans shall arrange for appropriate representation, subject to approval by the promotion and tenure committees at the college and university levels.**

Those faculty making recommendations concerning promotion and tenure should have appropriate professional experience and rank to review applications.

5. **Those departments with special units, such as Model Lab, the Interpreter Training Program, associate degree programs, and other such units, shall propose the qualifications for faculty in those units to serve on departmental committees concerning promotion and tenure. The qualifications shall be reviewed for approval by deans, the Provost, and the promotion and tenure committees at the college and university levels.**

Faculty in a variety of units and programs, not all of them traditional university departments, serve the university's mission and are eligible for promotion and tenure. Faculty, including those serving in such programs, should determine qualifications to apply to membership on departmental promotion and tenure committees. These qualifications should be consistent with university-wide criteria and relevant to the faculty member's appointment. This provision is needed to promote fairness and consistency in the promotion and tenure process.

E. Additional Recommendations

- ~~1. The committee recommends that to meet special needs the university may appoint faculty to a full-time, annually renewable, but non-tenure track position of Teaching Associate. Teaching Associates shall not be eligible for tenure but may apply for a tenure track position if one becomes available and, if appointed, may shift to a tenure track position. Appointments for Teaching Associates shall be on an annual basis but shall not necessarily be limited to a fixed number of years. Teaching~~

~~Associates shall be evaluated annually by the department chair and departmental committee.~~

~~The university sometimes has needs that require people with professional skills and experience not currently available in tenure-track appointments. Until these needs can be met through tenure-track appointments, Teaching Associate positions may be necessary. Note: Teaching Associate positions are justified to meet special needs in the university; however, the Ad Hoc Committee emphasizes that EKV's administration should not rely on such positions when needs clearly justify establishing a tenure-track appointment and when people qualified to fill such an appointment are available.~~

- 1. The Provost shall arrange for informational sessions to be available for faculty, especially new faculty, in which procedures and criteria for promotion and tenure are explained by senior faculty and appropriate administrators.**

This provision is needed to inform faculty throughout the university of the promotion and tenure process.

- 2. The Provost shall arrange for forms for the promotion and tenure process to be revised and for schedules to be reconsidered and revised as needed.**

If the Ad Hoc Committee's recommendations are approved, the Provost shall arrange for forms to be reviewed and revised as needed.

- 3. The university shall continue to follow AAUP deadlines concerning notification of non-renewal for non-tenured faculty: March 15 for first-year faculty, December 15 for second-year faculty, and 12-month notice for third year and beyond faculty.**

- 4. The procedure for evaluation of first-year faculty shall be changed.**

- a. **Evaluations of first-year tenure-track faculty, to be completed by March 15 of the first full-year of a faculty member's employment, shall be done only by administrators, following criteria established by the department.**
- b. **Positive recommendations for reappointment shall be initiated by the department chair and forwarded through administrative channels.**
- c. **In the event the chair wishes to recommend non-reappointment of first-year faculty, the chair shall consult the department annual evaluation committee.**

It is difficult for faculty committees to evaluate adequately a first-year faculty member based on the work done during only a single semester (or less). An evaluation by the department chair should be adequate in cases of recommendation for reappointment. In cases where the department chair recommends non-reappointment of a first-year faculty member, the chair should consult with the department annual evaluation committee in order to promote fairness in the evaluation.

- 5. Beginning with the second year, evaluations for non-tenured faculty shall involve recommendations from both the department chair and the departmental annual evaluation committee. The evaluation report and recommendations shall be**

forwarded through administrative channels.

This is current practice, and the committee recommends no change in the evaluation of second-year, tenure-track faculty.

- 6. The Provost and deans shall ensure that exceptions agreed upon and documented at the time of a faculty member's initial appointment in a full-time, tenure track position are recognized and applied in the review of applications for promotion or tenure.**

This provision is needed to ensure fairness and to provide participants in the promotion and tenure process relevant information.