

MOTION TO CHANGE HANDBOOK LANGUAGE ON SENATE AMENDMENTS

Senator Bailey moved, seconded by Kristofik, to change the language on pg. 15, item 2D1a from:

To conduct all reviews in an ethical manner: maintaining confidentiality and recording written minutes of meetings and proceedings.

To the following:

To conduct all reviews in an ethical manner: **basing decisions on relevant information**, maintaining confidentiality, and recording written minutes of meetings and proceedings.

If approved, the same change would need to be made on page 18 item C.1.B. and on page 21 item B. **(The three pages with changes noted are attached)**

The majority of the Senate were in agreement and the motion carried.

For the purpose of these procedures, full-time teaching is defined as set forth in Part Seven, II, B. of this Faculty/Staff Handbook.

- B. Changes in the department procedures shall be made by a majority vote of the full-time teaching members of the department and shall be reviewed by the dean by May 1 prior to the academic year in which the changes are to take effect.
- C. Each department shall establish procedures and methods for selecting the department committee for promotion and tenure. Department committees for promotion and tenure shall be composed as determined by the full-time teaching faculty of the department, within the following guidelines:
1. The committee shall consist of no fewer than three voting members. They shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select tenure-track faculty within the department or faculty outside the department with the advice of the dean of the college. In the latter case, the faculty member may serve on the promotion and tenure committee of more than one department.
 2. The maximum number of members shall be determined by the department.
 3. ~~While it is recommended that the department chair meet with the department promotion and tenure committee,~~ **As appropriate the committee may invite the department chair to confer; however,** the chair of the department may **NOT** ~~at the discretion of the faculty of the department, also serve on the committee. However, the department chair shall not chair the committee.~~
 4. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, a faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in II. C. 1. above shall be followed.
 5. The committee shall be elected no later than September 10 of the year in which it is to function.
- D. Each department shall establish clear definitions and delineations of the responsibilities of the committee and the department chair in writing and filed as indicated above.
1. The department committee shall have the following responsibilities:
 - a. **To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.**
 - b. To provide the appropriate professional interpretations for the discipline.
 - c. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department.
 - d. To assemble material to accompany the committee's recommendations. These materials shall include the following: (1) Material presented by the candidate. (2) Peer opinions (not limited to committee members) but not anonymous opinions. (3) Formal student evaluations. (4) In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy. (5) Results of nontenured evaluations. (6) Data and opinions provided by the chair of the department.
 - e. **To vote on applications for tenure before considering and voting on applications for promotion to associate professor and professor. In**

4. **Members of the College Promotion and Tenure Committee can not simultaneously serve on the Department or University Promotion and Tenure Committees. That is, no one individual may vote upon a particular petition at more than one level in the process.**
 5. **If an elected member cannot serve, an elected alternate should serve in their stead.**
 6. **If these provisions cannot be met, the dean shall arrange for appropriate representation from other qualified faculty.**
 7. The committee shall be selected no later than September 10 of the year in which it is to function.
- C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college dean in writing and filed in the Office of the Provost and Vice-President for Academic Affairs.
1. The college committees shall have the following responsibilities:
 - a. **To elect a chair and recording secretary from the elected membership.**
 - b. **To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings and recommendations.**
 - c. **To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.**
 - d. To see that the appropriate professional interpretation for the discipline has been applied.
 - e. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college **as well as consistent with the department's own criteria.**
 - f. To review materials prepared by departments and addenda provided by the department chair and/or the candidate.
 - g. To ensure that unsubstantiated information or material which lacks documentation is not used as part of the decision-making process at this level.
 - h. To submit the committee's recommendation with appropriate documentation and required forms to the college dean.
 - (1) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.
 - (2) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure and provide any necessary addenda. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee.
 2. The chair of the college committee shall formally inform the dean of the college of the

- membership.
- b. To conduct all reviews in an ethical manner: **basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings, proceedings and recommendations.**
 - c. To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, **vote on promotion before voting on tenure. Assistant professor is required for tenure.**
 - d. To review the applications to ensure the following:
 - (1) That the promotion and tenure recommendations are consistent with the goals and needs of the University **as well as consistent with the criteria of both the college and department.**
 - (2) That the candidate meets the basic requirements of the University for promotion or tenure.
 - (3) That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.
 - e. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.
 - f. To determine whether the candidate's application should be approved based upon the above reviews.
 - g. The chair of the committee shall notify the Provost and Vice-President for Academic Affairs of the decision of the committee.
2. The University Promotion and Tenure Committee shall consist of ~~as many full-time teaching faculty as it does academic deans. The University Promotion and Tenure Committee shall be composed of the academic deans with an equal number of full-time tenured teaching faculty, one from each area represented by an academic dean.~~ **two tenured full-time faculty from different departments representing each college.**
- a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative--as well as a first alternate and a second alternate--shall be elected no later than May of the year preceding the academic year in which the Committee is to serve. ~~When electing The representative and alternates, all people concerned shall consider electing members~~ **shall** holding the rank of Professor (or the highest rank available).
 - b. The faculty representatives shall serve for staggered terms of **two** ~~three~~ years. Any member may be selected for two consecutive terms.
 - c. In the event the elected representative from a college cannot serve or complete the term, the first alternate shall complete the three-year term. If the first alternate also cannot serve, then the second alternate shall complete the three-year term. An exception to this general rule would involve the representative's submitting an application for a Foundation Professorship or for promotion. In this case, the alternate shall serve for that year only.
3. The voting members of the Committee shall complete their portion of the appropriate