

**Guidelines for Appointment, Promotion and Tenure
Suggestions from Faculty Affairs Committee
March 24, 2006**

Underline denotes added text

III. Appointment Promotion and Tenure (p. 14 – end of first paragraph)

Current: All faculty are expected to participate in the critical activities of faculty appointment, promotion and tenure, except when there exists a significant conflict of interest.

Proposed: All Faculty eligible to vote are expected to participate in the critical activities of faculty appointment, promotion and tenure except when there exists a significant conflict of interest. See glossary for definition of Eligible Voting Faculty.

V. Procedures for Appointments (p. 25 – 3rd paragraph)

Current: All faculty members of the appointment unit vote by secret ballot to recommend candidates for full-time, tenure-track appointments in the unit. This vote will be reported to the faculty of the appointment unit, as well as to the department head or dean.

Proposed: All Faculty members eligible to vote in the appointment unit shall vote by secret ballot to recommend candidates for full-time, tenure-track appointments in the unit. This vote will be reported to the faculty of the appointment unit, as well as to the department head or dean. See glossary for definition of Eligible Voting Faculty.

VIII. Appeals (p. 35, 2nd paragraph)

Current: At the time the dossier is forwarded to the University Appeals Committee, the candidate must be notified of his/her opportunity to further supplement the record with claims regarding procedural error in the promotion and/or tenure process. Such claims must be in writing and must be based on one or more of the following allegations of error:

Proposed: At the time the dossier is forwarded to the University Appeals Committee, the candidate must be notified of his/her opportunity to further supplement the record. ~~with claims regarding procedural error in the promotion and/or tenure process. Such claims~~ Supplements must be in writing and must be based on one or more of the following allegations of error:

VIII. Appeals (p. 36)

Current: By a simple majority vote of eligible voters, the University Appeals Committee will advise (with supporting rationale) the Senior Vice President for Academic Affairs and Provost in one of three ways:

1. that there appear to be no material failures, inaccuracies or irregularities;
2. that any failures, inaccuracies or irregularities did not play a significant or controlling role in the negative vote; or
3. that identified failures, inaccuracies or irregularities did exist and may have interfered, or did in fact interfere, with an appropriate vote on the performance record.

If the recommendation of the University Appeals Committee is that the grounds for appeal were insufficient to have had an adverse effect on the results of the prior committee's vote, then the Senior Vice President for Academic Affairs and Provost will so inform the candidate, PTU head and dean, and the negative recommendation will stand. If there is a further review, it is made to the President.

Proposed: A quorum for the University Appeals Committee is 2/3 of the membership. By a simple majority vote of eligible voters, the University Appeals Committee will advise (with supporting rationale) the Senior Vice President for Academic Affairs and Provost in one of ~~three~~ two ways:

1. that there appear to be no material failures, inaccuracies or irregularities or that any failures, inaccuracies or irregularities did not play a significant or controlling role in the negative vote; or
2. that identified failures, inaccuracies or irregularities did exist and may have interfered, or did in fact interfere, with an appropriate vote on the performance record.

A tie vote of eligible members is considered a negative recommendation. If the recommendation of the University Appeals Committee is that the grounds for appeal were insufficient to have had an adverse effect on the results of the prior committee's vote, then the Senior Vice President for Academic Affairs and Provost will so inform the candidate, PTU head and dean, and the negative recommendation will stand. If there is a further review, it is made to the President.

X. Procedures for Tenure, C. Regulations (p. 39)

Current: Requests for extension of the tenure probationary period due to a family medical event are made in writing to the Office of the Senior Vice President for Academic Affairs and Provost. Additional information about medical leave may be found on the Division of Human Resources web site.

Proposed: Requests for extension of the tenure probationary period due to a family medical event are made in writing to the Office of the Senior Vice President for Academic Affairs and Provost. Guidelines for requesting extension of the tenure probationary period are available on the Provost's web site. Additional information about medical leave may be found on the Division of Human Resources web site.

Appendix C: Outline – Dossier for Promotion and/or Tenure (p. 44)

Current: Section 5: Achievements

D. Conditions of Employment - For all individuals being recommended for promotion and/or tenure, include a copy of the letter of original offer of appointment that specifies the major area of assignment of the position as offered. If there have been PTU-approved changes in those responsibilities, the PTU head should include a brief statement describing the changes and their rationale.

Section 6: External Evaluations

Proposed: Section 5: Achievements, ~~D. Conditions of Employment~~

Section 6: Conditions of Employment and Third Year Review

For all individuals being recommended for promotion and/or tenure, include a copy of the letter of original offer of appointment that specifies the major area of assignment of the position as offered. If there have been PTU-approved changes in those responsibilities, the PTU head should include a brief statement describing the changes and their rationale. In addition, a copy of the third year review must be included in the dossier.

Section 7: External Evaluations