

## Faculty Affairs Committee Meeting – 2/23/11

Recommended Revisions to *Guidelines for Appointment, Promotion & Tenure*, last revised Spring 2010:

UNDERLINE=Added Text

1. ABSTENTIONS: Add clarification on abstentions to voting procedures for each level of review (PTU, p. 29; Schools/Colleges with Departments, p. 31; University Review Committees, p. 34; and University Appeals Committee, p. 37):
  - *Abstentions* – No abstentions are allowed. Once a quorum is declared, all members in attendance must vote. Any ballot not clearly marked approve or deny will not be counted but will be reported in the cover letter.
  
2. ABSENTEE BALLOTS: Add clarification on absentee ballots to voting procedures for PTU, p. 29 (Note- absentee ballots are not allowed at higher levels of review):
  - *Absentee Ballots* – Absentee ballots are allowed but do not count toward the quorum. They must be cast in writing so long as they are received by the PTU head before the meeting begins. Absentee ballots received after the meeting begins will be disregarded. Absentee ballots with no vote or not clearly marked are not eligible and will be discarded.
  
3. QUORUM: Add requirement to state that a quorum was present in the cover letters for each level of review and in the cover letter templates for promotion and tenure:

PTU, p. 29

  - *Quorum* – Consists of at least two-thirds of those faculty members eligible to vote on a given candidate. Therefore, a quorum must be computed individually for each candidate. State that a quorum was present in the cover letter.

Schools/Colleges with Departments, p. 31; University Review Committees, p. 34

  - *Quorum* – Of the committee members eligible to vote on a given candidate, no more than one may be absent in order to constitute a quorum. Therefore, quorum must be computed individually for each candidate. State that a quorum was present in the cover letter.

University Appeals Committee, p. 37

- *Quorum* – Consists of at least two-thirds of the membership. State that a quorum was present in the cover letter

Appendix E: Outline - Cover Letter for Tenure, p. 49

- A. Background

List the candidate's work assignments since appointment or since promotion to associate professor giving the proportions of time allocated for instruction; research or other creative activities; and service to society, the University and the profession. State that a quorum was present and list the total number of yes and no votes of the participating faculty.

Appendix E: Outline - Cover Letter for Promotion, p. 50

- A. Background

List the candidate's work assignments since appointment or promotion to the presently held rank, giving the proportions of time assigned for teaching; research, scholarship or other creative activities; service to society, the University and the profession. State that a quorum was present and give the vote of the faculty participating in the recommendation. List the total number of yes and no votes of the participating faculty.

4. ALTERATION OF DOSSIERS: Add a statement about the alteration of dossiers once they have been forwarded from the PTU, p. 30 (insert as third paragraph prior to *Joint Appointments*):

- No revision/alteration of existing documents in the dossier are allowed after the PTU vote has been taken. Any factual errors must be corrected via cover letter or candidate's response as the dossier moves forward to the next level of review. The candidate may add evidence of award of a grant, acceptance of a publication, or other significant achievement to the dossier at any time during the review process. This documentation should be accompanied by a letter of request to add to the dossier and will be included in the cover letter section.