



**BOARD OF REGENTS
MOTION CONSIDERATION FORM**

October 21, 2011

Open Session

I. Motion to be Considered:

Approve adoption of the proposed revision (Faculty Senate Bill 11-A-20) of the *Faculty Tenure and Promotion Policy* and the revision of Chapter 2, Section F of the Faculty Handbook with implementation occurring upon approval.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives.

On April 20, 2011 the Faculty Senate approved Faculty Senate Bill 11-A-20, which provides revision of some of the language in the *Faculty Tenure and Promotion Policy*. The proposed revisions consist primarily of minor editorial and language changes to add clarity or improve grammatical correctness.

The proposed revisions to the Faculty Handbook *Faculty Tenure and Promotion Policy* section are shown in Attachment 1.

Recommended By:

Student Government _____
 Faculty Senate _____
 Administrative Council _____
 VP, Enroll. Man. & Stu. Suc. _____
 VP, Finance & Admin. _____
 VP, University Advancement _____

Chairperson _____
 Dean _____
 Academic Council _____
 Provost _____
President _____

Board Action on: _____
 Motion By: _____
 Second By: _____
 Vote: Yeas: _____ Nays: _____

Postpone: _____
 Amend: _____
 Disapprove: _____
 Approve: _____
 Secretary: _____

This attachment identifies the Faculty Handbook wording changes associated with the Board of Regents motion: “Approve adoption of the proposed revisions (Faculty Senate Bill 11-A-20) to the language of the current *Faculty Tenure and Promotion Policy* (ch. 2, sect. F).”

The indented paragraphs below are those from the Faculty Handbook that are being revised. Deleted words and/or phrases are noted as a ~~strike through~~, while added words and/or phrases are noted as **bolded and underlined**.

PROPOSED NEW HANDBOOK POLICY LANGUAGE (ch. 2, sect. F)

Bill 11-A-20 starts here:

Revision of the Faculty Tenure and Promotion Policy

WHEREAS: The Faculty Senate has determined that a revision of some of the language in the “Faculty Tenure and Promotion Policy” would clarify some of the provisions,

THEREFORE BE IT RESOLVED THAT: the “Faculty Tenure and Promotion Policy” be amended in the following manner:

1) That the first sentence of the subsection entitled, “Hiring at Appropriate Rank,” under the section entitled “Tenure and Promotion Eligibility Standards” be amended by inserting the word “academic” before the word “administrator”.

Hiring at Appropriate Rank. In order for a faculty member or **academic** administrator to be hired with academic rank, that person must have an official affiliation with an academic department or Kent Library. To be hired above Assistant Professor the individual must meet the departmental criteria for that rank, as judged by the Departmental Tenure and Promotion Advisory Committee. Only once this has been done may that person be offered a contract and, if at the Associate Professor rank or above, will automatically be granted tenure upon appointment.

2) That the second paragraph of the subsection entitled, “Departmental Tenure and Promotion Advisory Committees,” under the section entitled “Faculty Tenure and Promotion Advisory Committees” be amended by replacing the phrase “cognate (i.e. disciplinarily similar)” with the word “other,” and that the following sentences be appended to that paragraph: “These members shall be chosen using procedures agreed upon by a vote of all tenured and tenure-track faculty in the department. No one shall be eligible to serve in this capacity if he or she would be in a position of evaluating any faculty member’s dossier at more than one level, or if he or she is a department chairperson.”

In those departments where the department determines that there are insufficient tenured faculty to constitute a working tenure and promotion advisory committee, the tenured faculty of the department shall be augmented by a sufficient number of tenured faculty from ~~eognate~~ **other** (i.e. disciplinarily similar) departments to achieve the desired

number. These members shall be chosen using procedures agreed upon by a vote of all tenured and tenure-track faculty in the department. No one shall be eligible to serve in this capacity if he or she would be in a position of evaluating any faculty member's dossier at more than one level, or if he or she is a department chairperson.

- 3) That the fourth sentence of the subsection entitled, "College Tenure and Promotion Advisory Committee" be amended by deleting the period and appending the following phrase: "in the same college or school."

College Tenure and Promotion Advisory Committee. The functions of the College Tenure and Promotion Advisory Committee are 1) to review and approve departmental tenure and promotion criteria and procedures and 2) to make recommendations regarding a faculty member's qualifications to the dean, who will then forward those recommendations to the provost. Each college (or free-standing "school" composed of academic departments made up of faculty, e.g., the School of Polytechnic Studies) will establish a College Tenure and Promotion Advisory Committee comprising tenured faculty, at least one representing each department. These departmental representatives shall be elected by procedures agreed upon by a vote of the tenured and tenure-track faculty in each department. No member of this committee may also serve on a Departmental Tenure and Promotion Advisory Committee; in the same college or school. Members are elected only by tenured and tenure track faculty from among tenured faculty in the department. Should a department lack sufficient tenured members, it shall elect a tenured representative from a cognate department as its representative on the College Tenure and Promotion Advisory Committee. No departmental chairperson may serve on this committee. The dean shall not serve on the College Tenure and Promotion Advisory Committee, shall not participate in, and shall not be present during deliberations of the committee. The committee shall determine its own chairperson. The college dean is responsible for coordinating tenure and promotion procedures at the college level, for making recommendations on tenure and promotion to the provost, and for transmitting recommendations of the college committee to the provost.

- 4) That the sixth sentence of the subsection entitled, "College Tenure and Promotion Advisory Committee," under the section entitled "Faculty Tenure and Promotion Advisory Committees" be amended by replacing the word "cognate" with the word "other," and that the seventh sentence be deleted and be replaced with the following sentence: "No one shall be eligible to serve in this capacity if he or she would be in a position of evaluating any faculty member's dossier at more than one level, or if he or she is a department chairperson."

College Tenure and Promotion Advisory Committee. The functions of the College Tenure and Promotion Advisory Committee are 1) to review and approve departmental tenure and promotion criteria and procedures and 2) to make recommendations regarding a faculty member's qualifications to the dean, who will then forward those recommendations to the provost. Each college (or free-standing "school" composed of academic departments made up of faculty, e.g., the School of Polytechnic Studies) will establish a College Tenure and Promotion Advisory Committee comprising tenured

faculty, at least one representing each department. These departmental representatives shall be elected by procedures agreed upon by a vote of the tenured and tenure-track faculty in each department. No member of this committee may also serve on a Departmental Tenure and Promotion Advisory Committee. Members are elected only by tenured and tenure track faculty from among tenured faculty in the department. Should a department lack sufficient tenured members, it shall elect a tenured representative from a cognate **other** department as its representative on the College Tenure and Promotion Advisory Committee. ~~No departmental chairperson may serve on this committee.~~ **No one shall be eligible to serve in this capacity if he or she would be in a position of evaluating any faculty member's dossier at more than one level, or if he or she is a department chairperson.** The dean shall not serve on the College Tenure and Promotion Advisory Committee, shall not participate in, and shall not be present during deliberations of the committee. The committee shall determine its own chairperson. The college dean is responsible for coordinating tenure and promotion procedures at the college level, for making recommendations on tenure and promotion to the provost, and for transmitting recommendations of the college committee to the provost.

5) That the subsection entitled, "University Tenure and Promotion and Sabbatical Leave Advisory Committee," under the section entitled "Faculty Tenure and Promotion Advisory Committees" be amended by inserting the following sentence between the twelfth and thirteenth sentences: "In the event that a vacancy occurs on the University Committee resulting from a member's resignation, that vacancy shall be filled by a special election in the relevant unit to complete the term, employing the same procedures as for the regular election."

University Tenure and Promotion and Sabbatical Leave Advisory Committee. The purposes of the University Tenure and Promotion and Sabbatical Leave Advisory Committee are to 1) review and approve departmental promotion criteria, 2) make recommendations regarding a faculty member's qualifications for tenure and promotion, promotion, and post-professorial merit to the provost, and 3) make recommendations for sabbatical leave in accordance with the sabbatical leave policies and procedures. The committee is composed of one tenured faculty member from each college (or free-standing "school" composed of academic departments made up of faculty, e.g., the School of Polytechnic Studies), and Kent Library elected to the committee by a vote of the tenured and tenure track faculty in each unit. Though elected from each of these units, members are not representatives of their respective units, but rather of the faculty as a whole. Members shall be elected by secret ballot through a process conducted within each unit (as defined above). The provost shall inform the dean or director of each unit when an election is necessary. The dean or director shall invite all eligible faculty members to become candidates. There must be at least two candidates on the ballot. The chairperson and another member of the College Tenure and Promotion Advisory Committee shall together count the votes and announce the outcome. In the event that no candidate receives a majority of the votes, the dean or director shall conduct a run-off election between the top two candidates. (Deans, department chairpersons, and faculty with over 50% administrative release time are ineligible to serve. Should the responsibilities of a faculty member elected to the committee change to include more than 50% administrative responsibilities, he or she must resign from the

committee. A replacement member shall be elected by the unit for the remainder of that individual's term or his or her release from administrative duties, whichever is the shorter time period.) **In the event that a vacancy occurs on the University Committee resulting from a member's resignation, that vacancy shall be filled by a special election in the relevant unit to complete the term, employing the same procedures as for the regular election.** Faculty members serve terms of four years with the terms of one or two members expiring every year. Members may be re-elected. The committee shall annually elect its own chair. The dean of graduate studies shall be responsible for convening the initial annual meeting at which the chair is elected. The dean is not a voting member of this committee and may only be present during committee deliberations if invited by the committee for consultation.

- 6) That the section entitled "Evaluation of Probationary Faculty Members" be amended by inserting between the third and fourth paragraph, a new paragraph to read: "For dates specified in this section, materials and/or recommendations will be due by 5:00 p.m. on the listed day. Should any of these dates fall on a weekend or university holiday, materials and/or recommendations will be due on the business day after the date specified."

At the beginning of the third year, the department chairperson shall inform the faculty member of his or her option to choose to be reviewed in either the third or fourth year. (The faculty member's selection shall not restrict his or her option of selecting the fifth or sixth year to submit an application for tenure and promotion to Associate Professor.) The faculty member shall inform the department chairperson of his or her choice of a third or fourth year review, and the chairperson shall inform the Departmental Tenure and Promotion Advisory Committee.

For dates specified in this section, materials and/or recommendations will be due by 5:00 p.m. on the listed day. Should any of these dates fall on a weekend or university holiday, materials and/or recommendations will be due on the business day after the date specified.

In the chosen (third or fourth) year, the probationary faculty member will submit his or her Record of Service to the chairperson for review by the Departmental Tenure and Promotion Advisory Committee and the chairperson. The evaluation of the probationary period constitutes a general review of the probationary faculty member's progress toward tenure and promotion. As a part of this review, the Departmental Tenure and Promotion Advisory Committee shall identify the faculty member's strengths and weaknesses with respect to the departmental tenure and promotion criteria. A conference shall be called by the Departmental Tenure and Promotion Advisory Committee and include the faculty member, the entire committee and the department chairperson to discuss the committee's preliminary review. This meeting provides an opportunity for the faculty member and colleagues to discuss the faculty member's record of service and future direction.

- 7) That the first sentence of the existing fourth paragraph of the section entitled "Evaluation of Probationary Faculty Members" be amended by replacing the word "In" with the phrase "By

March 1 of’.

~~In~~ **By March 1 of** the chosen (third or fourth) year, the probationary faculty member will submit his or her Record of Service to the chairperson for review by the Departmental Tenure and Promotion Advisory Committee and the chairperson. The evaluation of the probationary period constitutes a general review of the probationary faculty member's progress toward tenure and promotion. As a part of this review, the Departmental Tenure and Promotion Advisory Committee shall identify the faculty member’s strengths and weaknesses with respect to the departmental tenure and promotion criteria. A conference shall be called by the Departmental Tenure and Promotion Advisory Committee and include the faculty member, the entire committee and the department chairperson to discuss the committee’s preliminary review. This meeting provides an opportunity for the faculty member and colleagues to discuss the faculty member’s record of service and future direction.

- 8) That the fourth sentence of the existing fourth paragraph of the section entitled “Evaluation of Probationary Faculty Members” be amended by replacing the word “A” with the phrase “By March 31, a”.

In the chosen (third or fourth) year, the probationary faculty member will submit his or her Record of Service to the chairperson for review by the Departmental Tenure and Promotion Advisory Committee and the chairperson. The evaluation of the probationary period constitutes a general review of the probationary faculty member's progress toward tenure and promotion. As a part of this review, the Departmental Tenure and Promotion Advisory Committee shall identify the faculty member’s strengths and weaknesses with respect to the departmental tenure and promotion criteria. ~~A~~ **By March 31, a** conference shall be called by the Departmental Tenure and Promotion Advisory Committee and include the faculty member, the entire committee and the department chairperson to discuss the committee’s preliminary review. This meeting provides an opportunity for the faculty member and colleagues to discuss the faculty member’s record of service and future direction.

- 9) That the first sentence of the existing fifth paragraph of the section entitled “Evaluation of Probationary Faculty Members” be amended by replacing the word “Following” with the phrase “Within five working days of”.

~~Following~~ **Within five working days of** this meeting, the Departmental Tenure and Promotion Advisory Committee shall prepare a letter identifying its recommendation and specifically stating how well the faculty member is making progress towards meeting each of the departmental tenure and promotion criteria. A copy of the Departmental Tenure and Promotion Advisory Committee’s letter shall be sent to the faculty member. The Record of Service and letter(s) shall then be forwarded to the department chairperson.

- 10) That the first sentence of the existing sixth paragraph of the section entitled “Evaluation of Probationary Faculty Members” be amended by replacing the word “The” with the phrase “By

April 15, the”.

The **By April 15, the** department chairperson shall prepare a letter identifying his or her recommendation and specifically stating how well the faculty member is making progress towards meeting each of the departmental tenure and promotion criteria. A copy of the department chairperson’s letter shall be sent to the faculty member and the Departmental Tenure and Promotion Advisory Committee.

11) That the first sentence of the existing seventh paragraph of the section entitled “Evaluation of Probationary Faculty Members” be amended by inserting after the word “submitting” the phrase “to the department chairperson within five business days”.

Following receipt of these letters, the faculty member shall have the option of submitting **to the department chairperson within five business days** a letter of response that shall be attached to the chairperson’s letter. A copy of these letters will be forwarded to the dean who will then forward them to the provost.

The following notation will be added to the end of the “Faculty Tenure and Promotion Policy” in the Handbook:

Amended by Faculty Senate Bill 11-A-20, April 20, 2011, approved by Board of Regents October 21, 2011

Former Promotion Policy:	Former Tenure Policy:
<p><i>Approved by Faculty Senate, Bill 76-A-12, Revised and Amended-November 1980</i> <i>Approved by Senate - November 1980</i> <i>Approved by Board of Regents - January 1981</i> <i>Amended by Faculty Senate, Bill 83-A-07</i> <i>Approved by Faculty Senate - December 1983</i> <i>Approved by Board of Regents - December 1983</i> <i>Amended by Faculty Senate, Bill 00-A-11</i> <i>Approved by Faculty Senate - May 2000</i> <i>Approved by Board of Regents - June 2000</i> <i>Revised & Approved by Faculty Senate - May 14, 2003</i> <i>Approved by Board of Regents - June 27, 2003</i> <i>Academic Services, 1981</i> <i>Amended by Faculty Senate, Bill 04-A-04</i></p>	<p><i>Approved by Faculty Senate, Bill 76-A-10 - April 1977</i> <i>Approved by Board of Regents - May 1979</i> <i>Amended by Faculty Senate, Bill 82-A-05: Revised - December 1982</i> <i>Approved by Board of Regents - February 1983</i> <i>Amended by Faculty Senate, Bill 83-A-03 - March 1983</i> <i>Approved by Board of Regents - April 1983</i> <i>Amended by Faculty Senate, Bill 03-A-05, May 14, 2003</i> <i>Approved by Board of Regents - June 27, 2003</i></p>
<p align="center">Combined Tenure and Promotion Policy: <i>Approved by Faculty Senate, Bill 08-A-04, April 23, 2008</i> <i>Amended by Faculty Senate Bill 11-A-20, April 20, 2011, approved by Board of Regents October 21, 2011</i></p>	