

Submit this form to the Faculty Senate President

SENATOR PROPOSING MOTION:

SENATOR SECONDING MOTION:

*RE the Faculty Handbook, Chapter 2, Procedures and Policies for Granting of Tenure to Faculty, Section 4-Annual Review Procedures-- **Add the following sentence to the last paragraph:***

"If greater clarity on a faculty member's progress toward satisfying tenure requirements is desired, the candidate may use the rebuttal letter to request general guidance on recommendations of how the faculty member might better satisfy tenure requirements. However, the granting of tenure to a faculty member is not contingent upon a faculty member's performance of any general guidance on recommendations, steps or plan provided by a chair, Dean, or Tenure and Promotion Committee."

It maintains transparency in the tenure and promotion (T&P) process while setting appropriate expectations for both candidates and evaluators. It allows candidates to seek clarification on deficiencies, which can promote fairness and professional growth, but it also ensures that evaluators are not unduly burdened with the expectation of providing prescriptive feedback. By specifying that evaluators are not required to provide step-by-step improvement plans, the revision preserves the integrity of the evaluation process and reinforces the candidate's responsibility for their own professional development.

Negative:

This addition may assist in maintaining transparency, setting clear expectations, encouraging professional development, preventing process delays, and reducing administrative burden.

Is this a recommendation to the Provost? Yes ☒ No ☐

Is this a recommendation to someone else? No Yes, to

VOTE: Number of Senators Present:

**Motion Passes or Fails:**

## **FOR REFERENCE ORIGINAL POLICY:**

*Faculty Handbook, Chapter 2, Procedures and Policies for Granting of Tenure to Faculty, Section 4 Annual Review Procedure*

*LINK:* [Procedures and Policies for Granting of Tenure to Faculty](#)

To prepare for future tenure decisions, the department chair/school director is to prepare a realistic and candid written evaluation annually for each tenure-track faculty member concerning their progress toward tenure. A copy of this evaluation will be forwarded to the faculty member at the same time that it is forwarded to the dean. A copy will also be forwarded to the Tenure Review Committee for its consideration the following year. The department chair/school director will also meet annually with each tenure-track faculty member to discuss this evaluation along with that of the Tenure Review Committee. This is not a merit evaluation; its purpose is to provide the faculty member with a realistic appraisal of work to date and prospects for the future.

The annual review process begins with submission by tenure-track faculty to the Tenure Review Committee of information regarding their performance during the previous two semesters with respect to the tenure criteria.

All members of the Tenure Review Committee will thoroughly examine the information provided by tenure-track faculty along with previous year's annual progress reviews.

When the Committee has concluded its examination of the faculty member's performance, it will prepare a report for the faculty member. That report will express the Committee's candid assessment of the faculty member's success in satisfying tenure requirements and offer recommendations, where appropriate, of how the faculty member might better satisfy those requirements.

A copy of this report will be forwarded to the candidate at the same time that it is forwarded to the department chair/school director. A copy will also be forwarded to the dean and a copy retained by the Tenure Review Committee.

The dean will review the annual recommendations made by the Tenure Review Committee and the department chair/school director. The dean will also meet with the faculty member and the department chair/school director approximately midway between initial appointment and the tenure review year and develop a written report of the faculty member's progress toward tenure for a Mid-Term Review.

A copy of the dean's evaluation will be forwarded to the faculty member at the same time that it is forwarded to the department chair/school director, and the chair of the Tenure Review Committee.

The department chair/school director will maintain a tenure review file for each tenure-track faculty member in their department. This file should include a copy of the annual written evaluations made by the Tenure Review Committee, the department chair/school director, and the dean.

A candidate may, upon receipt of an evaluation by the Tenure Review Committee, the department chair/school director, or the dean (or other communications per Paragraph 5.e.3) prepare a letter of rebuttal and forward this letter to all evaluators.