

SALISBURY UNIVERSITY FACULTY SENATE MOTION

Submit this form to the Faculty Senate President

SUBJECT: Making Tenure and Tenure and Promotion Application Files Visible to All Reviewers When File is Submitted to Tenure or Tenure & Promotion Review Committees

SENATOR PROPOSING MOTION: Anita Brown

SENATOR SECONDING MOTION: Thomas Lamey

MOTION (this section alone will be recorded in the minutes):

The timeline tables in the section Procedures and Policies for Granting Tenure to Faculty in Chapter 2: Faculty Appointment, Rank, Tenure and Promotion of the SU Faculty Handbook shall be altered as shown below.

If necessary, the information presented regarding timelines in the DM Knowledge Base and/or in Faculty Success will be updated to reflect these changes.

Table 1. Timeline for Faculty Seeking Tenure (see date or next working day)

STEP	DEADLINE (or next working day)
Notification by Provost's Office to tenure-track faculty of eligibility for tenure review	Mid-summer
Faculty gain access to Watermark Faculty Success (formerly Digital Measures)	Mid-summer
Applicant notifies department chair/school director, in writing, of intent to apply for tenure. The department chair/school director notifies chair of Tenure Review Committee of intentions of candidates	September 15
Candidate's application file for tenure to the chair of the Tenure Review Committee (Upon submission, the application file will be visible to department chair/school director, dean and Provost.)	October 1
Recommendation by Tenure Review Committee along with application file forwarded to department chair	November 1
Faculty responds to Tenure Review Committee Evaluation.	November 5
Recommendation by the department chair/school director along with application file forwarded to dean	November 15
Faculty responds to the department chair/school director evaluation	November 20
Recommendation by dean along with application file forwarded to the Provost	December 1
Faculty responds to dean evaluation	December 5
Recommendation for tenure by Provost to President	December 15

Written notification of tenure decision by the President to the candidate	January 15
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Table 2. Timeline for Faculty Seeking Tenure and Promotion (see date or next working day)

STEP	DEADLINE (or next working day)
Notification by Provost's Office to tenure-track faculty of eligibility for tenure and promotion review	Mid-summer
Faculty gain access to Watermark Faculty Success (formerly Digital Measures)	Mid-summer
If the candidate is applying for promotion, then the applicant should notify the department chair/school director, in writing, of intent to apply for tenure and promotion. If the candidate is applying for promotion, the department chair/school director notifies the chair of the Tenure and Promotions Review Committee(s) of the intentions of the candidate. (Departments/CHHS schools may wish to alter their policies so that this is one committee.)	September 15
Candidate's application file for tenure and promotion to the chair of the Tenure & Promotion Review Committee(s). <i>(Upon submission, the application file will be visible to department chair/school director, dean and Provost.)</i>	October 1
Recommendation by Tenure and Promotions Review Committee(s) <i>along with application file</i> forwarded to department chair/school director	November 1
Faculty responds to Tenure and Promotions Committee(s) Evaluation.	November 5
Recommendation on tenure and if applicable, promotion, by the department chair/school director <i>along with application file</i> forwarded to dean	November 15
Faculty responds to department chair/school director evaluation	November 20
Recommendation on tenure, and if applicable, promotion, by dean <i>along with application file</i> forwarded to the Provost	December 1
Faculty response to dean evaluation	December 5
Recommendation for tenure by Provost to President	December 15
Written notification of tenure decision by the President to the candidate	January 15
If the candidate is awarded tenure and is applying for promotion, then the candidate's application file will be submitted to the University Promotions Committee (Round 1 promotions)	February 1
Recommendations for promotion to Provost by the University Promotions Committee and notification, in writing, to the applicant faculty	March 1
Recommendations for promotion to President by Provost	March 22
Notification of promotion to faculty, in writing, by President	April 15

JUSTIFICATION:

Currently the application file for tenure or tenure and promotion becomes visible to a reviewer only when the previous reviewer submits their recommendation. With the current timelines, chairs and deans then have two weeks to review all materials and make their recommendations. When the date for submission to a chair or dean falls on a weekend, because the submission date is moved to the following weekday, chairs and deans will have less than 2 weeks to review all materials. Reviewing the application files can be time consuming. If a chair or a dean has multiple files to review and/or has less than 2 weeks to do so, review may be difficult.

The change proposed here would maintain the current recommendation dates from each reviewer while giving reviewers in the process who follow the Tenure or Tenure and Promotion Committees more time to review the application file.

ANTICIPATED IMPACT:

Negative:

If the chair of the tenure or tenure and promotion review committee would like to discuss an initial applicant file submission and permit the applicant to make changes to the file prior to submission of their committee chair's recommendation, reviewers later in the process might see and review the original file and/or be aware that changes may have been made after some review by the chair of the tenure or tenure and promotion review committee. Either of these scenarios might influence the reviewer's decision.

Information Technology will have to provide the time and effort to alter Faculty Success to make the file visible as intended. Some confusion will likely occur as the change is implemented.

Positive:

Chairs and deans will have more time to review applications.

Is this a recommendation to the Provost? Yes__X__ No____

Is this a recommendation to someone else? No____ Yes, to _____

VOTE: Number of Senators Present:

Motion Passes or Fails: