

Faculty Handbook/Policy Updates August 27, 2009





Submission of E-dossier is Mandatory

- Faculty members who do not submit an e-dossier for review by the appropriate retention/tenure committee shall, by the act, be considered in breach of contract, and their employment shall terminate as of the end of the academic year in which they do not submit their e-dossier. **Any exceptions to this requirement must have the written approval of the President.**

SERVING ON PROMOTION AND TENURE COMMITTEES: A Faculty Guide

by Robert M. Diamond

- “One of the most important roles you will have as a faculty member is serving on a promotion and/or tenure committee” (2).
- Administrators note that the most difficult decisions they have had to make were RTP recommendations.
- Tenure/retention and promotion decisions can profoundly affect
 - Faculty members being reviewed as well as their families
 - Morale in departments, colleges, and the institution as a whole
- The most important responsibility of tenure and promotion committees is to ensure that the process is fair and that it follows proper policies and procedures.



Presentation Structure

- Critical reminders about RTP process
 - Revisions to procedures in policy 5:060
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What is an Incomplete E-dossier?

- Any dossier considered to be incomplete during the departmental review stage, prior to the committee vote, or which does not comply with the content and order requirements of Section III.B. I.e, must be returned to the faculty member for timely revision and resubmission to the departmental committee prior to formal consideration by the departmental committee.



Quorum for Committee Meetings

- The quorum of any departmental or college-level personnel committee is a simple majority of those faculty members eligible to vote. At any level of review, if a faculty member is unable to attend a personnel meeting, has to leave a meeting early, or is late in attending because of extenuating circumstances, the faculty member shall make every effort to leave an absentee ballot (by voting *for*, *against* or *abstain*) in a sealed envelope entrusted to a colleague, which shall subsequently be handed over to the presiding officer of the personnel review committee.

Number of Votes Necessary

- The vote may proceed if all the votes counted at the time of voting (including votes from those members physically present as well as absentee ballot votes from faculty) constitute a simple majority. However, any action taken with less than a simple majority of eligible faculty present and voting (and which includes absentee ballots) will be invalid, with a new vote to be conducted at a rescheduled meeting in a timely manner.

Department Committees

- Department retention / tenure committee is comprised of all full-time tenured faculty members of the department/school.
- Policy 5:060 does not permit untenured faculty to serve on any RTP committees.
- All eligible faculty members of the department **must** serve on the department's committees.
- The Provost shall combine appropriate departments when a department does not have the required minimum of three tenured faculty members.



Department Promotion Committee

- The Department Promotion Committee is comprised of the chair/director and full-time faculty with rank higher than that of the candidate under review. Only faculty at rank of Associate or Professor may make up a committee that is reviewing a faculty member for promotion to Associate.
- All eligible faculty members of the department must serve on the department committee.
- The Provost shall combine appropriate departments when a department does not have the required three eligible faculty members for the committee.



Majority and Minority Reports

- ALL faculty on review committees *must sign all* reports prepared by members of that committee.
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College Committee Meeting

- In addition to the parallel process that mirrors the departmental process, members of the college committee may solicit additional documented information from the dean or other persons of the college who are not members of the committee.
- Departmental representatives on the college R/T/P committees can neither participate in deliberations nor vote on recommendations for persons from their own department. However, they can be asked questions to clarify information. Departmental representatives should not be perceived as advocating the R/T/P for particular faculty members.
- The dean will be able to participate in discussion but must leave the room as voting approaches.
- Further discussion may ensue after the dean leaves.



Are tenured faculty required to serve on RTP committees?

Yes. No exceptions.

As stated in Policy 5:063

“The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in university policy.”



Revisions to Policy 5:060

- Advanced by Faculty Handbook/Policy Committee
- Endorsed by Faculty Senate
- Endorsed by Deans Council
- Endorsed by Academic Council
- Approved by President

Calendar for Faculty Personnel Action

Calendar for Faculty Personnel Actions 2009-2010

ACTION ¹	1 st Year Faculty Retention for Year 2 (2010-2011)	2 nd Year Faculty Retention for Year 3 (2010-2011)	3 rd Year Faculty and Subsequent Years Retention/Tenure
Statement of Intent			
Faculty Begin Updates to E-Dossier	10/27/09	6/25/09	10/27/09
Dossier Complete ³ for Committee Consideration (APSU 5:060, VI)	1/19/10	9/17/09	1/19/10
Department Committee's Report Available to Candidate	1/28/10	9/28/09	2/1/10
Chair's Report Available to Candidate	2/4/10	10/2/09	2/8/10



Promotion Statement of Intent

- The deadline cut-off date to inform the chair/director shall be October 1 **or the next business day (if October 1 falls on a weekend)**. Oct. 1 falls on Thursday this year.



Content Changes within E-Dossiers

- **Multimedia File Types**

- **All documents within the e-dossier shall be PDFs. Other important review materials added to the e-dossier, such as Chair's reports and college committee reports, shall also be PDFs and must not be scanned as JPG files. Limited exceptions for JPG or QuickTime media are acceptable within supplemental materials when related to the academic discipline.**



Content Changes within E-Dossiers

- **Statement of Intent**
 - **You should prepare a new statement of intent when you are seeking more than one action in the same review cycle (e.g. retention and promotion, tenure and promotion). You should also include the year for which you are seeking retention (e.g. third year or fourth year etc.).**



Content Changes within E-Dossiers

- Contract letter now required
 - All e-dossiers must include the Notice of Tenure-Track Appointment and Agreement of Employment, which includes special conditions that govern your employment such as years of prior service toward tenure and your salary. You may cover up the salary figure before you scan this document to upload to your e-dossier.



Content Changes within E-Dossiers

- Revision to One-page Narrative
 - **Your narrative may include bullet points but should include sentences and be no longer than two (2) pages.**
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Consolidated Narrative for Tenure Year and Promotion

- If seeking retention, this summary shall be a narrative of the single year since your most recent personnel action.
- If seeking tenure, this summary shall be a consolidated narrative of your years at Austin Peay State University.
 - If you have been awarded years of prior credit toward tenure, this summary reflect time spent at APSU.
- If you are going up for promotion, this summary shall be a consolidated narrative since your last promotion or your initial appointment at Austin Peay State University.
 - Faculty member may elect to include last five years only if longer than five years since your last promotion at APSU.



Content Changes within E-Dossiers

- **Evaluations to exclude**
 - **Do not include evaluations of study-abroad classes, APSU 1000 classes, or classes not routinely evaluated by the University (such as summer courses).**



Content Changes within E-Dossiers

- **Class Climate Evaluations to Include**
 - Evaluations that were conducted using Class Climate and which were e-mailed to you in PDF format shall be added in their entirety except for narrative comments, which must be removed. Faculty shall not extract any other sections of Class Climate evaluations. The number of students participating in a class evaluation shall have no bearing on the requirement to include evaluations of classes within your e-dossier.



Supplemental Materials: Preserving Copies of Documents

- If you are using online articles as evidence of scholarship, save the articles as PDF files and include the complete text of all articles within your supplemental materials. Because hyperlinks may become broken, you must preserve copies of your online articles that support your accomplishments in Area II.
 - Parallel to physical documents.



Dossier / E-dossier are APSU Property

- A faculty member's e-dossier that is prepared for personnel reviews is the property of APSU and shall be maintained on a server or other media **according to TBR Guideline G-070.**

Who can Unlock an E-dossier?

- The **chair/director/coordinator** shall have the authority to direct that an e-dossier be unlocked for a faculty member within that **department/school**, if the department committee has:
 - met and declared an e-dossier incomplete,
 - affirmed no vote on the e-dossier has been taken, and
 - affirmed the departmental committee will convene again and vote / write report before the due date specified in the Calendar for Personnel Actions.

This pest has been terminated!

- ~~• Any allegations regarding breaches of collegiality or professional conduct that become part of a faculty member's departmental or college-level review must be documented in writing with specific instances of the behavior within the review period and may not include hearsay.~~



Department Committee Reports

- The departmental committee's report for retention and tenure shall be prepared on the appropriate form on white paper using portrait format only. The departmental committee's report for promotion shall also be prepared on the appropriate form on white paper using portrait format only. While the Chair/Director may participate in the discussion, the presiding officer shall manage the meeting.



Role of Presiding Officer

- The presiding officer shall ensure that draft versions of reports are prepared in a timely manner and available for comment and review by committee members before the final version is prepared. The presiding officer shall ensure that reports contain all appropriate signatures and help coordinate the movement of reports to the department office in a manner consistent with the Calendar for Faculty Personnel Actions.



Procedure for Tied Votes

- **When two minority reports are needed, two individuals – one voting for and one voting against – must come forward to write the required minority reports.**



Revisions to Department Chair Review Form

- Department chair conducts an independent review per policy – the chair does not “consult” with faculty member under review.
- “Years Granted Toward Tenure” is now entered on the review form rather than “Years Teaching Elsewhere”.



Inclusion of Departmental Reports

- Any e-dossier missing a Department Chairperson Faculty Performance Review Form (Chair's report) or a Departmental Committee's Retention and Tenure Recommendation or Promotion form must be rectified and resubmitted to the college committee prior to formal consideration by that committee; any college committee member may notify the Dean of e-dossiers missing these administrative reviews.



College Committee Meetings

- **While the dean may participate in the discussion, the presiding officer shall manage the meeting.** However, as the time for voting approaches, the dean will leave the room. Further discussion may ensue. A vote will be held by secret ballot and recorded on the appropriate personnel form by the presiding officer.



College Committee Meetings

- The presiding officer shall also ensure that draft versions of reports are prepared in a timely manner and available for comment and review by committee members before the final version is prepared. The presiding officer shall ensure that reports contain all appropriate signatures and help coordinate the movement of reports to the college office in a manner consistent with the Calendar for Faculty Personnel Actions.



Reports of the College Committee

- Majority and minority reports that are written following a college committee review must contain only information discussed at the meeting.
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University Tenure and Promotion Appeals Board

- University Tenure and Promotion Appeals Board composed of one member from each of the college promotion committees (College of Arts & Letters, College of **Behavioral and Health Sciences**, **College of Business**, **College of Education**, College of Science and Mathematics, and School of Technology and Public Management).



Deliberations and Public Records

- All committee proceedings and deliberations are confidential. Faculty members outside of the review process who are interested in the outcome of a particular vote or recommendation may file a public records request per APSU Policy 5:050 (*Inspecting and Copying Public Records*).

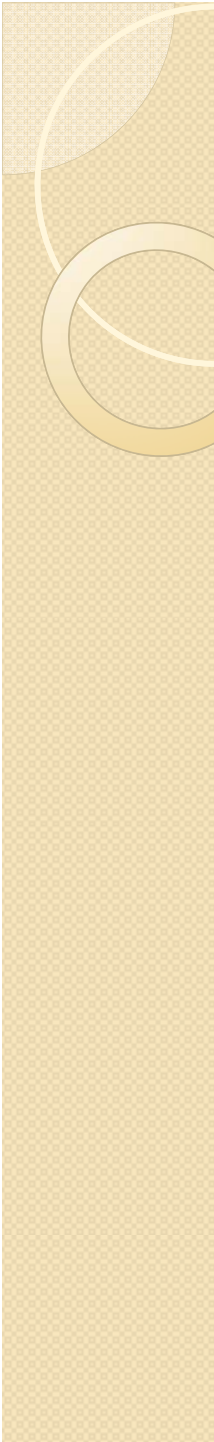
Thank You for Coming!

- If you have questions or concerns, please contact me at wadlam@apsu.edu or at extension 7448.
- The Office of Academic Affairs interprets Policy at APSU.
- The Chair of the Handbook/Policy Committee or members of this committee can answer nuts and bolts questions about specifics and procedures within the policy.



Faculty Handbook/Policy Committee 2008-2009

- Mickey Wadia, Faculty Representative (Chair)
- Michael Becraft, Assistant Vice President for Academic Affairs (ex officio)
- Elaine Berg, Faculty Representative
- Jack Deibert, Faculty Representative
- Sue Evans, Faculty Representative
- David Major, Faculty Representative



Faculty Handbook/Policy Committee 2009-2010 (at present)

- Mickey Wadia, Faculty Representative (Chair)
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- Elaine Berg, Faculty Representative
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- Steve Ryan, Faculty Representative