

**PROPOSED LANGUAGE FOR 5:060
MARCH 24, 2011 SENATE MEETING**

ITEM # 1—

- Informing Committees re outcomes
- Role of the departmental representative

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~~Departmental representatives on the College Retention and Tenure Committee can neither participate in deliberations nor vote on recommendations for persons from their own department. At its discretion, however,~~ **The role of the departmental representative on the college committee is informational in nature. The departmental representative shall answer questions posed to him/her by the members of the college committee without advocating either for or against the retention, tenure, or promotion of the candidate within the representative's department. However, as discussion ensues, the departmental representative may seek permission from the presiding officer to rectify incorrect factual information (for example, the conversation may surround a single conference the faculty member attended, but the departmental representative knows, for a fact, that the candidate actually participated in two conferences.) The departmental representative should strive for objectivity on behalf of the department committee and refrain from offering personal opinions.**

The college committee may solicit documented information from the departmental chair/director, departmental representative or others from the department of the faculty member under review. Faculty members who participated in the college committee meeting shall be selected to write reports on individual candidates applying for retention, tenure or promotion. These reports shall be organized into the three areas under review. The presiding officer shall notify the faculty member under review of the outcome of the college committee's actions within the timetable in the Calendar for Personnel Action. **Departmental faculty may also request the chair for the outcomes of RTP reviews of faculty members in that department, including the results of any appeals filed by faculty within the department.**

ITEM #2: Clarifying Consolidated Narrative for tenure and promotion

If you are seeking retention, this summary shall be a narrative of the single year since your most recent personnel action. If you are ~~going up for~~ **seeking tenure**, this summary shall be a consolidated narrative of your years at Austin Peay State University **from the date of hire**. If you have been awarded years of prior credit toward tenure, this summary shall be a consolidated narrative of only the time spent at Austin Peay State University.

If you are **seeking** ~~going up for~~ promotion to **Associate Professor**, this summary shall be a consolidated narrative of your activities in the three areas since your last promotion **at Austin Peay State University** or your initial appointment at Austin Peay State University.

If you are seeking promotion to Professor, this summary shall be a consolidated narrative of your activities in the three areas since your last promotion. If it has been longer than five years since your last promotion at Austin Peay State University, please include within your consolidated narrative information pertaining to the most recent five (5) years or since **your** last promotion (at the candidate's discretion). **If it has been longer than five years since your last promotion at Austin Peay, you also have the option to include student evaluations only from the most recent five (5) years in your promotion e-dossier.**

ITEM #3: Membership of an RTP committee

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B. Departmental personnel committees shall consist of at least ~~three (3)~~ **five (5)** tenured faculty members not counting the department chair/director. In departments having fewer than three faculty members eligible to serve on their departmental personnel committee, the Provost may assign the review of faculty to the departmental personnel committee of another department. In such an instance, all eligible faculty from the department consisting of fewer than three (3) tenured faculty shall be included in all departmental personnel committee proceedings. The department-specific criteria of the faculty member being reviewed for tenure or promotion shall be the criteria used in making determinations by the departmental personnel committee created under this provision. The chairperson's evaluation shall be made by the chair of the department that has fewer than three (3) tenured faculty. The chairperson of the department with fewer than three (3) members shall meet with the personnel committee while his/her faculty member is being reviewed and shall leave prior to a vote, as described under Section III.B.1.h, Consideration for Tenure.

ITEM # 4: Documents Not Ordinarily Part of Content Order--- Mirroring at the College Level with minor modifications

Documents Not Ordinarily Part of Content and Order Requirements

Documents not ordinarily part of the content and order requirements as stipulated in 5:060 (III.B.1.e) or other standard review materials (Chair's report, Provost's report etc.) may be introduced at any personnel review meeting on the condition that such documents relate to the three areas under review. Faculty members on a **college** review committee wishing to introduce documentation at the personnel meeting must inform the chair **of the candidate's department** and supply the documents or copies thereof **to the Dean. At the college level, documents not ordinarily part of content and order requirements should be items of high importance that are related to the three areas of review.**

If it is determined by the college committee that the information about to be introduced is critical to the faculty member's three areas of review and that the outcome of the college committee's deliberation is likely to be predicated on the inclusion of such information, then it is incumbent upon the college committee to discuss the admissibility of such information and make the document a part of the e-dossier even though the faculty member's window of time to add something new to the e-dossier may have passed.

An example of such a document might be an e-mail or letter from a journal editor accepting an article for future publication. It could happen that the faculty member under review might be apprised of an article's acceptance for publication in the rare instance of the brief window of time between the completion of the departmental level vote and the date of the college committee meeting. If this acceptance notification is integral to the college committee's decision, it is the kind of document that meets the criteria of those "not ordinarily part of content and order requirements."

~~However,~~ These documents must be signed and may not be introduced at the review meeting unless the faculty member under review has been previously informed by the chair that these documents may be introduced and discussed. **These documents are not required to be signed by the faculty member under review; rather, the documents are to be signed by the individual (s) who has/have authored the document (s).**

The faculty member shall have the right to see the documents or copies of such documents. If the faculty member is not informed about such documentation at least three (3) business days before the personnel meeting, such documentation may not be introduced at the meeting or discussed. **The chair of the department or members of the review committee must provide written evidence of such communication. An e-mail to the faculty member under review with a “request a delivery receipt” and “request a read receipt” option sent with the e-mail is recommended. All written communication between the faculty member and the chair or between the faculty members and members of the college review committee must include a time and date stamp. Members of a college review committee or a Dean who initiates these messages to the faculty member shall bring copies of such communications to the personnel meeting.**

If any member of the **college** committee or the **Dean of the college** wishes to introduce such a document (the chair of the department already having been notified), that document will be given to the presiding officer who will then present the nature of the document to the committee. However, no document may be introduced until the faculty member under review (a) has seen the documents or copies of documents; (b) has been informed in advance about such documentation as prescribed in the previous paragraph above; and (c) is assured that these documents have not been altered in any way. If requested, the presiding officer will read the document aloud. The entire **college** committee will then vote to determine the admissibility of this document within the committee’s deliberations. A simple majority vote shall determine the outcome. A secret ballot process (similar to that used for conventional retention, tenure, and promotion actions) shall be used in order for the votes to remain anonymous. A tie vote is not a majority vote, and the document shall not be discussed. The **Dean chair** shall not be permitted to break a tie vote.

ITEM # 5: Composition of University Tenure and Promotion Appeals Board

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University Tenure and Promotion Appeals Board **shall be** 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) ~~chosen by election of college faculties from among the colleges' tenured Professors,~~ one (1) University member designated by the President, and one (1) University member designated by the Faculty Senate. **The member representing each of the college promotion committees shall be a tenured Professor who must be *elected* by that college's faculty according to established procedures at the University.** A faculty member on any personnel review committee who has previously voted on a colleague for retention, tenure, or promotion in that same tenure/promotion review cycle may not serve as a member of the University Appeals Board to examine a retention, tenure, or promotion appeal that may be filed subsequently by that colleague.