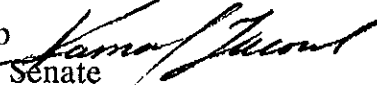




MEMORANDUM

TO: President Edward T. Foote II

FROM: Kamal Yacoub   
Chair, Faculty Senate

DATE: April 27, 1995

SUBJECT: Faculty Senate Legislation #94008(B) -  
Changes in the DF15 Form re Vote on Progress Towards Tenure

The Faculty Senate, at its meeting of April 24, 1995, voted to approve Faculty Senate Legislation #94008(B) - Changes in the DF15 Form re Vote on Progress Towards Tenure. The text of the legislation is attached.

This legislation is now forwarded to you for your action.

KY/b

Attachment

cc: Provost Luis Glaser

Proposed Change to Section II of DF-15 Form

II. Department vote on items applicable to the candidate:

Scholarly productivity and/or creative achievement--

\_\_\_outstanding; \_\_\_good; \_\_\_marginal; \_\_\_unsatisfactory. \_\_\_insufficient information

Teaching performance--

\_\_\_outstanding; \_\_\_good; \_\_\_marginal; \_\_\_unsatisfactory. \_\_\_insufficient information

- a) Reappointment: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present
- b) Promotion: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present
- c) Tenure: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present

24 April 1995 - Faculty Senate

**CAPSULE: Faculty Senate Legislation #94008(B) -  
Changes in the DF15 Form re Vote on Progress Towards Tenure**

**RESPONSE BY THE PRESIDENT:**

**DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH:** \_\_\_\_\_

**EFFECTIVE DATE OF LEGISLATION:** \_\_\_\_\_

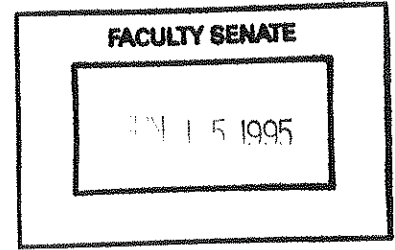
**NOT APPROVED AND REFERRED TO:** \_\_\_\_\_

**REMARKS (IF NOT APPROVED):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_




Executive Vice President and Provost

MEMORANDUM

June 12, 1995

TO: Dr. Kamal Yacoub  
Faculty Senate

FROM: Luis Glaser  
Executive Vice President  
and Provost 

SUBJECT: Senate Legislation #94008 (B)  
Changes in the DF15

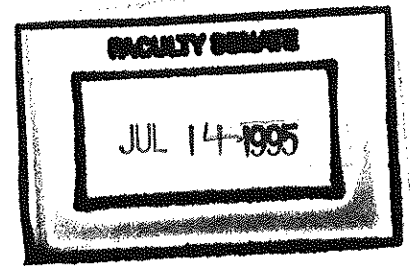
The President has asked me to respond to you regarding the above legislation. I do not think that this is appropriately B type legislation. It has much more of a sense of the Senate on an administrative matter.

As you know, we have already changed the DF15 and I do not think that any further action is required.

Thank you for your help in this matter.

LG:vls

cc: President Edward T. Foote II



Executive Vice President and Provost

M E M O R A N D U M

July 11, 1995

TO: Academic Deans and Chairpersons

FROM: Steven G. Ullmann /v  
Vice Provost for Faculty Affairs  
and University Administration

SUBJECT: Revised DF-15 Form

After a recent meeting with the School of Medicine Tenure/Promotion Committee the decision was made to add the Clinical faculty track to the DF-15 form, see Section II c. This are is to be used only for the Clinical faculty in your school/college.

Materials Management will have the revised form in a couple of weeks. Please destroy any DF-15's you now have and order the new revised form.

Once again, thank you for your cooperation.

enclosure

cc: Dr. Luis Glaser  
Dr. Kamal Yacoub

# RECOMMENDATIONS ON REAPPOINTMENT, PROMOTION, AND/OR TENURE

I. Division/ College/  
From: Department of \_\_\_\_\_, School of \_\_\_\_\_

Re: \_\_\_\_\_, Present rank/date rec'd \_\_\_\_\_  
*last name first middle*

Date eligible for / awarded tenure \_\_\_\_\_, Initial rank/date UM appt. \_\_\_\_\_

II. Division / Department vote on items applicable to this candidate:

- a) Scholarly productivity and/or creative achievement:  
 outstanding;  good;  marginal;  unsatisfactory;  insufficient information.
- b) Teaching performance:  
 outstanding;  good;  marginal;  unsatisfactory;  insufficient information.
- c) Clinical / Professional Activity:  
 outstanding;  good;  marginal;  unsatisfactory;  insufficient information.
- d) Reappointment:  yes;  no;  abstain;  not present.
- e) Promotion:  yes;  no;  abstain;  not present.
- f) Award of tenure:  yes;  no;  abstain;  not present.

III. Division/Department Chairperson Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_

IV. Academic Dean Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_

V. Provost Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_

VI. President Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

VII. Board of Trustees:

a) Recommendation of Academic Affairs Committee \_\_\_\_\_  
date \_\_\_\_\_

b) Action taken by Executive Committee \_\_\_\_\_  
date \_\_\_\_\_

NOTE: Do not detach forms; completed copies will be distributed as indicated below and on each sheet.

DISTRIBUTION: 1. Provost (White) 2. Academic Dean (Yellow) 3. Department Chairman (Pink) KI



## FACULTY SENATE MEETING

AUGUST 28, 1995

### Chairman's Remarks

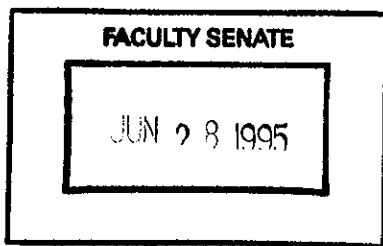
Dr. Yacoub, Chair of the Faculty Senate, called the first meeting of the year to order at 3:10 p.m. He recapped the activities of the Senate Retreat held on August 26 at the RSMAS campus. At the conclusion of the Retreat, it was agreed that issues on which a consensus was reached would be incorporated into a strategic plan. The Chair reminded the Senators to send their suggestions and ideas to the Senate office. The plan will be presented to the Senate at a future date.

The Chair announced that the President has signed the following legislation since the April Senate meeting: 1) Name Change for the International Comparative Studies Program to the Undergraduate Program in International Studies; 2) Administrative Appointments and Voting Rights, binding on future appointments; and 3) Academic Bankruptcy - revision of the Bulletin language. The Senate also passed two pieces of "D" legislation which do not require the President's signature: 1) Resolution on the Academic Standards Committee re retention; and 2) Changes in the DF15 Form regarding votes on progress towards tenure. Dr. Yacoub stated that the legislation on sexual harassment was approved by the Senate on April 24 but is still unsigned.

Dr. Yacoub closed his remarks by announcing that he will not seek re-election next April. He urged those interested in seeking the chairmanship to be aware of the amount of time required for the position and the need to keep their schedules for next year flexible.

### President's Remarks

The President expressed his appreciation to Dr. Yacoub for his many services to the University culminating with his leadership of the Senate during the past two years. He said he was looking forward to the coming year and welcomed the Senators back from the summer vacation. The President reported that applications for this fall semester were ahead of the previous year and the enrollment numbers appear to be on budget. He announced that the University had raised \$67.8 last year putting us at #19 of private colleges and universities in the United States. He also announced that NIH funding has increased; the effort to cap indirect overhead reimbursements is over; the cap on tax-exempt bond financing is being dropped. Dr. Alexander McIntire, Assistant Dean of the Graduate School of International Studies has been appointed Assistant Provost. His responsibility, among others, will be to restructure and improve advising. Following a nationwide search, Dr. John Clarkson, Chairman of the Department of Ophthalmology and head of Bascom Palmer Eye Institute, has been appointed Dean of the School of Medicine. The search for a Dean of the Graduate School of International Studies has been on



U.S. Mail Address: Department of Biochemistry & Molecular Biology (M823) University of Miami School of Medicine P.O. Box 016129 Miami, FL 33101-6129 U.S.A.

William J. Whelan, D.Sc., F.R.S. Professor of Biochemistry and Molecular Biology

Street Address: R. Bunn Gautier Building, Room 317 1011 N.W. 15 Street Miami, FL 33136-1019 U.S.A.

June 17, 1995

Telephone: (305) 547-6267 or 547-3597 Fax: (305) 324-5665 E-mail: wwhelelan@mednet.med.miami.edu.

TELEFAX

Professor Kamal Yacoub Faculty Senate Office Coral Gables Campus

Dear Kamal:

Revised DF-15

Yesterday I attended a meeting of the School of Medicine's Promotion and Tenure Committee at which we were given the attached memorandum from Steve Ullmann. The form accompanying the memorandum has me quite confused and when, later in the day, the Provost and Ullmann joined us, Luis agreed that the form requires revision - how it will be done I do not know.

I also attach the revised DF-15.

This should be a topic for the Advisory Council.

Yours sincerely,

W.J. Whelan

WJW/lmc enc





## M E M O R A N D U M

Executive Vice President and Provost

June 8, 1995

TO: Deans and Chairpersons

FROM: Steven G. Ullmann *mu*  
Vice Provost for Faculty Affairs  
and University Administration

SUBJECT: Correction to Form DF-15 Instructions

Hi: Hope that your summer is somewhat restful.

It has come to my attention that while I had made an adjustment in the PROCEDURES FOR FACULTY REVIEW; REAPPOINTMENT, PROMOTION, AND TENURE, this adjustment was not carried forward to the INSTRUCTIONS FOR FORM #DF-15. Specifically, in the old Faculty Manual there was a requirement that all faculty under the rank of Professor were to undergo mandatory review every six years. This clause has been deleted from the new Faculty Manual and has also been deleted from the policies and procedures for promotion and tenure. This clause should have also been dropped from the Form #DF-15 Instructions, Section II. Part d. Section II. Part d should read "A tenured faculty member eligible for promotion must request consideration. Be sure that every eligible faculty member has the opportunity to make this request." A new Form #DF-15 instruction sheet is enclosed that incorporates the appropriate changes. Sorry for the inconvenience. Take care.

cc: Provost Luis Glaser  
Patricia McCulley

BALLOT FORM FOR FACULTY VOTING ON RECOMMENDATIONS FOR REAPPOINTMENT, PROMOTION AND/OR TENURE

Department/School \_\_\_\_\_ Date \_\_\_\_\_

- 1. Name of faculty member under consideration \_\_\_\_\_
- 2. Date appointed to University of Miami faculty \_\_\_\_\_
- 3. Present rank \_\_\_\_\_
- 4. Date appointed to this rank \_\_\_\_\_
- 5. If non-tenured, date probationary period ends \_\_\_\_\_
- 6. If tenured, date tenure awarded \_\_\_\_\_
- 7. If tenured, date of last promotion consideration \_\_\_\_\_

I. NON-TENURED FACULTY

Reappointment      \_\_\_ Yes      \_\_\_ No      \_\_\_ Abstain      \_\_\_ Not Present

Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

Teaching performance:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

II. TENURED AND NON-TENURED FACULTY

Promotion      \_\_\_ Yes      \_\_\_ No      \_\_\_ Abstain      \_\_\_ Not Present

Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

Teaching performance:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

III. TENURE-EARNING FACULTY

Award of Tenure      \_\_\_ Yes      \_\_\_ No      \_\_\_ Abstain      \_\_\_ Not Present

Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

Teaching performance:

\_\_\_ outstanding; \_\_\_ good; \_\_\_ marginal; \_\_\_ unsatisfactory      \_\_\_ insufficient information

## FORM #DF-15 -- INSTRUCTIONS

(REVISED, JUNE 1995)

The form #DF-15 is provided for the regular recording and transmittal of all recommendations on promotion, tenure, and reappointment. A copy of the form should be completed for each faculty member under consideration and used to head the file of supporting documents.

**Section I.** Indicate the department and school making the recommendation; the name of the faculty member; if (s)he is tenured, the date (s)he received tenure, or, if (s)he is non-tenured, the date his/her probationary period will normally end (please be sure the correct date is used -- check contract); his/her present rank and date of his/her initial appointment at the University of Miami.

**Section II.** For items applicable to the faculty member under consideration, record the vote of the eligible members of the department. [Faculty Charter A2.2; Faculty Policies C10.6(d) and C2]

- a) Scholarly productivity and/or creative achievement.
- b) Teaching performance.
- c) Each tenure-earning full-time faculty member (those in probationary status) shall be considered for reappointment during the last year of their current contract (e.g., persons on one year contracts will be reappointed each fall, while those on two or three year contracts will be reappointed during the second and third years, respectfully, of their current contracts). Faculty members appointed to the faculty in the fall semester may be voted on at the beginning of the spring semester. Research faculty and affiliated faculty shall be considered for reappointment annually. Those in the department eligible to vote are the tenured members with rank equal or superior to that of the faculty member under consideration. Faculty members with term appointments (lecturer, adjunct) are not to be considered.
- d) A tenured faculty member eligible for promotion must request consideration. Be sure that every eligible faculty member has the opportunity to make this request.
- e) A non-tenured regular faculty member is normally considered for the award of tenure in the academic year in which his/her probationary period ends. Any faculty member, however, may apply for tenure at any time during the probationary period. A faculty member initially appointed to the rank of associate professor or professor is eligible for tenure consideration at any time during their probationary period. [Faculty Policies C4.5] Promotion to professor is accompanied by the award of tenure; consequently, the recommendation for promotion to Professor for an untenured faculty member must be accompanied by a recommendation on the award of tenure. [Faculty Policies C5.2(d)] Tenure shall not be awarded at the rank of assistant professor. [Faculty Policies C5.2(c)] Those in the department eligible to vote are the tenured members with rank equal or superior to that of the faculty member under consideration. [Faculty Policies C10.6(d) and C2; Faculty Charter A2.2]

In the event that a Special Evaluation Committee is used, the vote of the five members of the Committee should be entered in this section.

**DF-15 Instruction**  
(Revised, June 1995)  
Page Two

**Section III.** The recommendation of the chairperson should be entered as indicated. Chairpersons should, also, attach a memorandum justifying his/her recommendation and a memorandum summarizing the recommendation of the voting faculty. After a department chairperson completes the entry on each form, the candidate's file should be transmitted to the academic dean.

**Section IV.** The recommendation of the dean should be entered as indicated. The dean should also submit a memorandum justifying his or her recommendation and, when denial of tenure is recommended, a copy of each DF-15 since the initial appointment. If the school or college has an advisory committee which has been established by bylaw, the dean may take into consideration the recommendations of this group when explaining his or her recommendations. The candidate's file, together with the appropriate number of copies (original plus 10), should then be transmitted to the Faculty Affairs Office.

**Section V.** The Academic Personnel Board will review the complete file and forward its recommendations to the Provost. Taking cognizance of the Board's opinion, the Provost will enter his recommendation. The Provost will take final action on recommendations for promotion and transmit the recommendations on tenure to the President. When a non-tenured faculty member is proposed for promotion to full professor, the tenure recommendation must be approved by the President and the Board of Trustees before the promotion can become effective.

If the Provost recommends against the award of tenure, he will notify the candidate, who may initiate an appeal.

**Section VI.** The President will complete his recommendation and explanation and forward the files to the Board of Trustees.

**Section VII.** a) The Academic Affairs Committee of the Board of Trustees will review and make recommendations to the Executive Committee. b) The Executive Committee of the Board of Trustees will act upon the tenure recommendations.

After all necessary actions have been taken and recorded, copies of the completed form will be returned to the department chairperson and deans/directors for their information and files.

# RECOMMENDATIONS ON REAPPOINTMENT, PROMOTION, AND/OR TENURE

I. Division/ College/  
From: Department of \_\_\_\_\_, School of \_\_\_\_\_

Re: \_\_\_\_\_, Present rank/date rec'd \_\_\_\_\_  
*last name first middle*

Date eligible for / awarded tenure \_\_\_\_\_, Initial rank/date UM appt. \_\_\_\_\_

II. Division / Department vote on Items applicable to this candidate:

- a) Scholarly productivity and/or creative achievement:  
 outstanding;  good;  marginal;  unsatisfactory;  insufficient information.
- b) Teaching performance:  
 outstanding;  good;  marginal;  unsatisfactory;  insufficient information.
- c) Reappointment:  yes;  no;  abstain;  not present.
- d) Promotion:  yes;  no;  abstain;  not present.
- e) Award of tenure:  yes;  no;  abstain;  not present.

III. Division/Department Chairperson Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
signature date

IV. Academic Dean Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
signature date

V. Provost Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
signature date

VI. President Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_

signature date

VII. Board of Trustees:  
a) Recommendation of Academic Affairs Committee \_\_\_\_\_ date  
b) Action taken by Executive Committee \_\_\_\_\_ date

II Division/Department vote on items applicable to this candidate:

II A.

a) Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

b) Teaching performance:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

c) Clinical activity (if applicable):

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

d) Service:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

---

II B.

a) Reappointment:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

b) Promotion:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

c) Award of tenure:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

DEFINITIONS:

Outstanding: Exceptional work, far beyond expectations for a faculty member at this point in his or her career

Exceeds expectations: Clearly exceeds normal expectations for a faculty member at this point in his or her career

Marginal: May or may not meet requirements for reappointment, promotion, or tenure

Unsatisfactory: Below expectations for a faculty member at this point in his or her career

NB: The category of "Service" will be defined in the DF-15 Instructions as follows: "Service is defined as contributions to the university, profession, or community."

### New Major in Pharmacology-Biology (Second Reading)

Professor Yacoub announced that this item had been removed from the agenda at the request of the Pharmacology Department and the Dean of the College of Arts and Sciences. It probably will be presented at a future meeting in the fall.

### Name Change for the International Comparative Studies Program

Dean Murfin clarified his earlier memo by stating that the proposed new name for the International Comparative Program should be **Undergraduate Program in International Studies**. The College faculty approved the name change at a recent meeting. Professor Jan Nijman, Director of the International Comparative Studies Program, explained the reason for requesting the change. It was *moved* and seconded to approve the name change. The *motion carried*.

### Changes in the DF 15 Form re Vote on Progress Towards Tenure

The proposed revised DF15 form regarding the vote on progress towards tenure was explained by Professor Awad. Following discussion, it was *moved* and seconded to approve the revised form. The *motion carried*.

### Reclassification of Instructors in the Intensive English Program

The Chair reviewed the background of the appeal by the faculty in the Intensive English Program to retain their AO6 classification and not be reclassified as AO1 employees. Two of the instructors, Ms. Chabrow and Ms. Koch, spoke on behalf of the six instructors who signed the appeal. The Provost assured everyone that the intent of the reclassification is to more accurately identify the status of those teaching in the program. Dean Holden stated that a change in the classification would not, in any way, change the 20-hour teaching schedule, salaries, or tuition remission benefits. She said that five of the eleven persons who would be affected have already signed their contracts for next year. The Chair asked that it be noted that the five people who have signed their contracts have administrative duties and therefore have reduced teaching loads. Actually, four have signed and one has resigned. Professor McKenry observed that the School Council feels the Intensive English Program is an important activity of our University. Several Senators expressed shock at the letter sent to the School Council by the Dean suggesting that this matter is not an appropriate item for discussion by the School Council. Other Senators questioned why, when several people involved in the program showed concern, no meeting was called to discuss the issue.

Proposed Change to Section II of DF-15 Form

II. Department vote on items applicable to the candidate:

Scholarly productivity and/or creative achievement--

\_\_\_outstanding; \_\_\_good; \_\_\_marginal; \_\_\_unsatisfactory. \_\_\_insufficient information

Teaching performance--

\_\_\_outstanding; \_\_\_good; \_\_\_marginal; \_\_\_unsatisfactory. \_\_\_insufficient information

- a) Reappointment: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present
- b) Promotion: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present
- c) Tenure: \_\_\_yes; \_\_\_no; \_\_\_abstain. \_\_\_not present



### Administrative Appointments and Voting Rights

Professor Green, chair of the ad hoc committee to recommend guidelines regarding tenure and voting rights of a faculty member chairing a department other than the department to which the faculty member belonged when attaining tenure, presented an addendum to and continuation of the matter described at the October 24 Senate meeting. Committee recommendations were presented in the form of legislation for Interim Administrative Appointments and Acting Administrative Officers. It was agreed that each section would be voted upon separately.

Sections C4A and C4A.1 provide uniform standards for administrative appointments. It was *moved* and seconded to approve Sections C4A and C4A.1. The *motion carried*.

Section C4A.2 authorizes interim appointments. It was *moved* and seconded to amend the language by heading the section "Interim Administrative Appointments" and capitalizing "interim appointment" in line 3 of the proposed language. The *motion to amend carried*. The *original motion, as amended, carried*.

Section C4A.3 authorizes acting for absent officers. Following discussion, it was *moved* and seconded to approve the sense of Section C4A.3 with the final language to be drafted by the Advisory Council. The final draft will be presented to the Senate for vote at its April Senate meeting. The *motion carried*.

Vice Chair Carrier suggested that Section C4A.4 and Section C4A.5, authorizing appointments from outside the academic unit, be discussed with the Provost before the Senate votes on the language. It was *moved* and seconded to approve Section C4A.4 in principle pending discussion with the Provost. The *motion carried*.

Section C4A.5 was presented to the Senate without recommendation from the Committee. It was *moved* and seconded to approve this section. The *motion carried*. It was *moved* and seconded to hold Sections C4A through C4A.2 until all remaining sections are ready for approval before forwarding to the President for his approval.

### Changes in Form DF15 re Vote on Progress Towards Tenure

In response to the administration's proposal to delete the line on the DF15 form re progress towards tenure, the Advisory Council suggested that the DF15 form be revised from a "yes" or "no" vote on progress towards tenure to a graded scale of 5 to 1 in descending order in terms of progress. The advantage would be to make a qualitative decision rather than a quantitative one. Deans and chairs would be required to write more text so that more information would go to the faculty member and the administration. Professor Green

suggested that the votes be confined to the third and the final reviews, and the reviews during the second, third and fourth would provide separate feedback to the faculty member in each area of research, teaching and service. He suggested that the actual nature of the votes be reported to the probationary faculty member. Professor Green then *moved* that the Chair appoint a committee to examine the current methods of evaluating probationary faculty members and that this committee shall include at least one member from the Advisory Council and, if different, the chairs of the current and immediate past Tenure Review Boards. *The motion carried.*

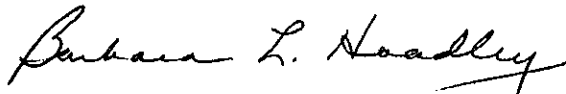
The meeting moved into Executive Session for discussion of a previously presented matter.

#### Other Matters

Following discussion of a possible agenda, it was suggested that a Faculty Senate Retreat be discussed with the old and new Senates at the April 24 meeting. The outgoing Senators would be invited to the Retreat.

The Chair requested the Senate's recommendation for constituting the membership of the Nominating Committee. It was agreed to keep the constitution of the Nominating Committee the same as last year: two members from the Advisory Council and three members chosen by the Advisory Council from the other Senators.

The meeting adjourned at 6:00 p.m.



Barbara L. Hoadley  
Secretary of the Faculty Senate

### Administrative Appointments and Voting Rights

Professor Green, chair of the ad hoc committee to recommend guidelines regarding tenure and voting rights of a faculty member chairing a department other than the department to which the faculty member belonged when attaining tenure, presented an addendum to and continuation of the matter described at the October 24 Senate meeting. Committee recommendations were presented in the form of legislation for Interim Administrative Appointments and Acting Administrative Officers. It was agreed that each section would be voted upon separately.

Sections C4A and C4A.1 provide uniform standards for administrative appointments. It was *moved* and seconded to approve Sections C4A and C4A.1. The *motion carried*.

Section C4A.2 authorizes interim appointments. It was *moved* and seconded to amend the language by heading the section "Interim Administrative Appointments" and capitalizing "interim appointment" in line 3 of the proposed language. The *motion to amend carried*. The *original motion, as amended, carried*.

Section C4A.3 authorizes acting for absent officers. Following discussion, it was *moved* and seconded to approve the sense of Section C4A.3 with the final language to be drafted by the Advisory Council. The final draft will be presented to the Senate for vote at its April Senate meeting. The *motion carried*.

Vice Chair Carrier suggested that Section C4A.4 and Section C4A.5, authorizing appointments from outside the academic unit, be discussed with the Provost before the Senate votes on the language. It was *moved* and seconded to approve Section C4A.4 in principle pending discussion with the Provost. The *motion carried*.

Section C4A.5 was presented to the Senate without recommendation from the Committee. It was *moved* and seconded to approve this section. The *motion carried*. It was *moved* and seconded to hold Sections C4A through C4A.2 until all remaining sections are ready for approval before forwarding to the President for his approval.

### Changes in Form DF15 re Vote on Progress Towards Tenure

In response to the administration's proposal to delete the line on the DF15 form re progress towards tenure, the Advisory Council suggested that the DF15 form be revised from a "yes" or "no" vote on progress towards tenure to a graded scale of 5 to 1 in descending order in terms of progress. The advantage would be to make a qualitative decision rather than a quantitative one. Deans and chairs would be required to write more text so that more information would go to the faculty member and the administration. Professor Green

suggested that the votes be confined to the third and the final reviews, and the reviews during the second, third and fourth would provide separate feedback to the faculty member in each area of research, teaching and service. He suggested that the actual nature of the votes be reported to the probationary faculty member. Professor Green then *moved* that the Chair appoint a committee to examine the current methods of evaluating probationary faculty members and that this committee shall include at least one member from the Advisory Council and, if different, the chairs of the current and immediate past Tenure Review Boards. *The motion carried.*

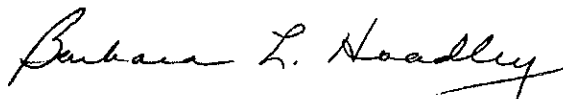
The meeting moved into Executive Session for discussion of a previously presented matter.

#### Other Matters

Following discussion of a possible agenda, it was suggested that a Faculty Senate Retreat be discussed with the old and new Senates at the April 24 meeting. The outgoing Senators would be invited to the Retreat.

The Chair requested the Senate's recommendation for constituting the membership of the Nominating Committee. It was agreed to keep the constitution of the Nominating Committee the same as last year: two members from the Advisory Council and three members chosen by the Advisory Council from the other Senators.

The meeting adjourned at 6:00 p.m.



Barbara L. Hoadley  
Secretary of the Faculty Senate

### Revised Ballot for Reappointment, Promotion and Tenure

The Chair reviewed the present ballot used for reappointment, promotion and tenure. Professor Yacoub invited comments on a new form devised by Professor Myron Rosenthal of the School of Medicine. If the Senate approves the new form, the Provost will then recommend its use to the deans and chairs. Professor Myrberg explained a new procedure used at RSMAS this year where individual sheets were used for each category. He stated that the results were extremely satisfactory. Professor Dreyer requested that the option of an abstention remain on the ballot but that persons not be required to explain their reasons for abstaining. The Chair will discuss the new form with the Provost and pass along the comments of the Senate.

### Voting Rights of Chairs

An ad hoc committee, chaired by Professor Green, with Professors Jerry Catz, Leonard Carrier, and June Dreyer, rendered a report in October which addressed the problem of tenure and voting rights of a faculty member chairing a department other than the department to which the faculty member belonged when attaining tenure. Professor Yacoub explained the proposed legislation which addresses both the conditions discussed in the College of Engineering and in the School of Business. Professor Green asked for a report on the action of the Dean of the School of Business. The Chair announced that he had written to the Dean of the School of Business regarding the appointment procedures used in the appointment of a departmental chair who is not a member of the faculty of that department. Dean Sugrue's response was read. Following discussion, it was suggested that the spirit of the consultative process requires the Dean to explain his decision to the consulted faculty. Dr. Dreyer explained that the School of Business now has its own bylaws and they address the recent misunderstandings. The Chairman then returned to the issue of the proposed legislation. Professor Green, Chair of the ad hoc committee that proposed the original report, asked to delay action on the proposed legislation until the next meeting.

### Matters from the Floor

The Chair announced the cancellation of the tentatively scheduled December 5 Faculty Senate meeting. He again reminded the Senate of the McLamore Outstanding Service Award ceremony to be held on Monday, December 12 at 4:00 p.m. The next regular scheduled meeting of the Senate will be held on **Monday, January 23, 1995.**

Professor Green commented on the confusion that existed when students were given conflicting answers by a number of administrative offices to queries about if and when the University would close during the threat of Hurricane Gordon.

The President reported that there have been no suspects arrested in the recent campus murders. He has kept in close contact with the police and the State Attorney's office. On several occasions, the President has been in touch with the families of the two victims. He indicated that the Student Government is raising money to help both families.

Considerable debate on the meaning of freedom of speech in an academic institution, particularly the University of Miami, has been prompted by the recent appearance of a representative from the Nation of Islam. Members of the Faculty Senate expressed their appreciation for the way President Foote handled both of these difficult situations. The Board of Trustees, at its recent annual meeting, unanimously approved the University's Strategic Plan and a statement by the President concerning the freedom of speech issue.

In response to a request about the Senate's recommendations to improve the admissions standards, the Provost said that he will work with Steve Ullmann, Steve Cantrell, and Steve Green over the summer to prepare a report on the probability for implementation of the recommendations.

#### **Approval of the Minutes**

The minutes of April 1, 1996 were approved as submitted. Excused absences were approved for Professors Ahmad, Baloyra, Crosbie-Burnett, Curtis, Lorton, Mangrum, Mash, Shapshak, Swain, and Thurer. President Foote informed the Senate that Mr. James McLamore, former Chairman of the Board of Trustees, has recently been diagnosed with a serious illness. The Senate Chair will write Mr. McLamore expressing the Senate's concern and good wishes for a speedy recovery.

#### **Modification of the DF-15 Form**

Professor Peter Bellis, chair of an ad hoc committee to review the DF 15, reported on the committee's review of the existing form and the compromise DF-15 form that emerged. Several suggestions were made for improving the definitions on the form. Following discussion, it was *moved* and seconded not to forward the numbers in Part A outside the department. The motion was *amended* to adopt Part IIB only and to leave the evaluative vote question to be developed by each school. The *amendment carried*. It was *moved to table* the amended motion. The *motion failed*. It was *moved to defer* the matter to the first Senate meeting of the fall. The *motion failed*. The President urged the evaluation of faculty by a carefully written evaluation by the chair or dean each year prior to a tenure decision. The *main motion as amended carried*.

3-27-95

### RECOMMENDATIONS ON REAPPOINTMENT, PROMOTION, AND/OR TENURE

I. From: Department of \_\_\_\_\_, School of \_\_\_\_\_

Re: \_\_\_\_\_, Present rank/date rec'd \_\_\_\_\_  
last name first middle

Date eligible for / awarded tenure \_\_\_\_\_, Initial rank/date UM appt. \_\_\_\_\_

II. Department vote on items applicable to this candidate:

- a) Reappointment: \_\_\_ yes; \_\_\_ no; \_\_\_ abstain. \_\_\_ not present.
- b) Promotion \_\_\_ yes; \_\_\_ no, satisfactory progress; \_\_\_ no, unsatisfactory progress; \_\_\_ abstain. \_\_\_ not present.
- c) 1. Award of tenure: \_\_\_ yes; \_\_\_ no; \_\_\_ abstain. \_\_\_ not present.
- 2. Progress toward tenure: \_\_\_ satisfactory \_\_\_ unsatisfactory \_\_\_ abstain. \_\_\_ not present.

To BE }  
Deleted } modified

III. Department Chairman Recommendation: \_\_\_\_\_

Explanation: \_\_\_\_\_

signature date

IV. Academic Dean Recommendation: \_\_\_\_\_

Explanation: \_\_\_\_\_

signature date

V. Provost Recommendation: \_\_\_\_\_

Explanation: \_\_\_\_\_

signature date

VI. President Recommendation: \_\_\_\_\_

Explanation: \_\_\_\_\_

signature date

VII. Board of Trustees:

a) Recommendation of Academic Affairs Committee \_\_\_\_\_ date

b) Action taken by Executive Committee \_\_\_\_\_ date

NOTE: Do not detach forms; completed copies will be distributed as indicated below and on each sheet.

DISTRIBUTION: 1. Provost (White)  
2. Academic Dean (Yellow)  
3. Department Chairman (Pink)

Proposed Change to Section II of DF-15 Form

II. Department vote on items applicable to the candidate:

Scholarly productivity and/or creative achievement--

outstanding;  good;  marginal;  unsatisfactory.  insufficient information

Teaching performance--

outstanding;  good;  marginal;  unsatisfactory.  insufficient information

- a) Reappointment:  yes;  no;  abstain.  not present
- b) Promotion:  yes;  no;  abstain.  not present
- c) Tenure:  yes;  no;  abstain.  not present

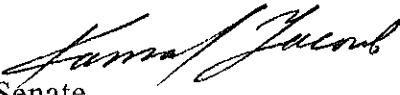
24 April 1995 - Faculty Senate





## MEMORANDUM

TO: Professor William Awad  
Chair, Committee on Rank, Salary and Conditions of  
Employment

FROM: Kamal Yacoub   
Chair, Faculty Senate

SUBJECT: Proposed New Ballot

DATE: October 5, 1994

Attached is a copy of a new form to be used as a ballot in departmental Reappointment, Promotion and Tenure meetings. The form was designed by Professor Myron Rosenthal from the Medical School. Please discuss it with your committee. If the Committee endorses this form, I will place it on the next Faculty Senate Agenda as Class D Legislation. Thank you.

KY/ca

Enclosure

September 3, 1993

Walter Bradley, D.M., F.R.C.P.  
Professor and Chairman  
Department of Neurology

Dear Walter,

In response to your request to reconsider the PT ballots and prevent some of the confusion that occurred during today's meeting, the following are my thoughts.

A single ballot form can be used for the two voting purposes (i.e. for consideration of new appointments and for reappointing, promoting and tenuring existing faculty). This form can be distributed to all existing faculty since it contains voting instructions and eligibilities (note - these should be checked with Nancy Noble). Reappointments and promotions of faculty with secondary or voluntary appointments in our department can also be considered within this ballot form.

I have failed to define voting situations that do not easily fit within the proposed ballot format. I would appreciate your attempting this also. If we agree and if time permits, I will bring the issue of ballot confusion to the School's PT committee for further consideration.

Yours sincerely,

Myron Rosenthal, Ph.D.  
Professor of Neurology  
and Physiology/Biophysics

# BALLOT -(RE)APPOINTMENT/PROMOTION/TENURE

1. Name/Department/School \_\_\_\_\_
2. Proposed rank/Proposed start date (new appointments) \_\_\_\_\_
3. Proposed tenure status (new appointments) \_\_\_\_\_
4. Present rank/Date appointed to Present rank (existing faculty) \_\_\_\_\_
5. Tenured (yes/no) \_\_\_\_\_
6. Date of final departmental review (tenure track faculty only) \_\_\_\_\_

=====

## I. APPOINTMENT OF NEW FACULTY

### A. INITIAL APPOINTMENT (all faculty vote)

For appointment \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

### B. INITIAL RANK (vote limited to faculty at or above proposed rank)

For proposed rank \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

### C. INITIAL AWARD OF TENURE (if proposed)- (vote limited to tenured faculty)

For tenure \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

## II. REAPPOINTMENT OF EXISTING FACULTY (all existing, non-tenured faculty are required to be candidates for reappointment -- vote limited to faculty at or above present rank of candidate)

For reappointment \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

## III. PROMOTION OF EXISTING FACULTY (vote limited to faculty above present rank of candidate - 'progress' vote required)

For promotion (if proposed) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Satisfactory progress \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

## IV. TENURE OF EXISTING FACULTY (vote limited to tenured faculty at or above candidate's rank - 'progress' vote required)

For tenure (if proposed) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Satisfactory progress \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Old ballot

BALLOT FORM FOR FACULTY VOTING ON RECOMMENDATIONS FOR  
REAPPOINTMENTS, PROMOTION, AND TENURE

Department/School \_\_\_\_\_

1. Name of faculty member under consideration \_\_\_\_\_
2. Date appointed to University of Miami faculty \_\_\_\_\_
3. Present rank \_\_\_\_\_
4. Date appointed to this rank \_\_\_\_\_
5. If non-tenured, date probationary period ends \_\_\_\_\_
6. If tenured, date tenure awarded \_\_\_\_\_
7. If tenured, date of last promotion consideration \_\_\_\_\_

I. NON-TENURED FACULTY

For reappointment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Satisfactory progress toward tenure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

II. TENURE AND NON-TENURE

<input type="checkbox"/> Yes
<input type="checkbox"/> No, but making satisfactory progress toward promotion.
<input checked="" type="checkbox"/> No and not making
<input type="checkbox"/> Abstain

III. TENURE

For the award of tenure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
-------------------------	------------------------------	-----------------------------	----------------------------------

IV. NEW APPOINTMENT      \_\_\_ YES      \_\_\_ NO      \_\_\_ ABSTAIN

**BALLOT -(RE)APPOINTMENT/PROMOTION/TENURE**

1. Name/Department/School \_\_\_\_\_
2. Proposed rank/Proposed start date (new appointments) \_\_\_\_\_
3. Proposed tenure status (new appointments) \_\_\_\_\_
4. Present rank/Date appointed to Present rank (existing faculty) \_\_\_\_\_
5. Tenured (yes/no) \_\_\_\_\_
6. Date of final departmental review (tenure track faculty only) \_\_\_\_\_

=====

**I. APPOINTMENT OF NEW FACULTY**

**A. INITIAL APPOINTMENT** *(all faculty vote)*

For appointment \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

**B. INITIAL RANK** *(vote limited to faculty at or above proposed rank)*

For proposed rank \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

**C. INITIAL AWARD OF TENURE** *(if proposed)- (vote limited to tenured faculty)*

For tenure \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

**II. REAPPOINTMENT OF EXISTING FACULTY** *(all existing, non-tenured faculty are required to be candidates for reappointment – vote limited to faculty at or above present rank of candidate)*

For reappointment \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

**III. PROMOTION OF EXISTING FACULTY** *(vote limited to faculty above present rank of candidate - 'progress' vote required)*

For promotion (if proposed) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Satisfactory progress \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

=====

**IV. TENURE OF EXISTING FACULTY** *(vote limited to tenured faculty at or above candidate's rank - 'progress' vote required)*

For tenure (if proposed) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Satisfactory progress \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain

Old ballot

BALLOT FORM FOR FACULTY VOTING ON RECOMMENDATIONS FOR  
REAPPOINTMENTS, PROMOTION, AND TENURE

- Department/School \_\_\_\_\_
1. Name of faculty member under consideration \_\_\_\_\_
  2. Date appointed to University of Miami faculty \_\_\_\_\_
  3. Present rank \_\_\_\_\_
  4. Date appointed to this rank \_\_\_\_\_
  5. If non-tenured, date probationary period ends \_\_\_\_\_
  6. If tenured, date tenure awarded \_\_\_\_\_
  7. If tenured, date of last promotion consideration \_\_\_\_\_

I. NON-TENURED FACULTY

- For reappointment  Yes  No  Abstain
- Satisfactory progress toward tenure  Yes  No  Abstain

II. TENURE AND NON-TENURE

- Yes
- No, but making satisfactory progress toward promotion.
- No and not making
- Abstain

III. TENURE

- For the award of tenure  Yes  No  Abstain


IV. NEW APPOINTMENT

- YES  NO  ABSTAIN



MEMORANDUM

To: Professor Peter Bellis  
Chair, DF-15 ad-hoc Committee

From: Kamal Yacoub   
Chair, Faculty Senate

Date: April 9, 1996

Subject:

This is in reference to the charge to your Committee to make recommendations to the Faculty Senate at its April 29 meeting concerning the DF-15 form. Recently I became aware of the fact that the Academic Standards Committee has been discussing the same issue. In order to avoid confusion, I suggest to add to the Committee membership Professor Stephen Cantrell as liaison between your ad-hoc Committee and the Committee on Academic Standards.

I hope you will find this helpful.

cc: Professor Stephen Cantrell  
Professor Steven Ullmann  
Professor George Alexandrakis  
Professor Myron Rosenthal



April 4, 1996

To: Deans

From: Peter Bellis   
Chair, Senate Committee on DF-15 Form

Subject: Possible revisions to DF-15 Form

At the request of the Faculty Senate, Drs. Alexandrakis, Rosenthal, Ullman and I have been reexamining the current DF-15 form used for Reappointment, Promotion, and Tenure recommendations.

In response to various problems that have arisen this year, we have drafted a set of revisions to section II of the current form. If approved, the attached page (form plus definitions) would become the ballot distributed to voting faculty.

Since different schools and colleges obviously have different needs, we are circulating the enclosed draft in order to solicit comments and suggestions. We have been asked to report back to the Senate by the end of this month, so we would appreciate as prompt a response as you can manage--within a week or ten days if at all possible.

cc: Drs. Alexandrakis, Rosenthal, Ullman  
Dr. Yacoub, Faculty Senate Chair

Department of English  
P.O. Box 248145  
Coral Gables, Florida 33124-4632  
305-284-2182  
Fax: 305-284-5635



Proposed Revised Version of DF-15 Form, Section II  
(Draft - April 4, 1996)

II Division/Department vote on items applicable to this candidate:

II A.

a) Scholarly productivity and/or creative achievement:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

b) Teaching performance:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

c) Clinical/Professional Activity:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

d) Service:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

-----  
II B.

a) Reappointment:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

b) Promotion:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

c) Award of tenure:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

DEFINITIONS:

Good: Clearly exceeds normal expectations for reappointment, promotion, or tenure at this point in his or her career

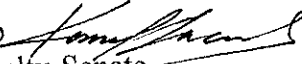
Marginal: May meet requirements for reappointment, promotion, or tenure

Poor: Below expectations for a faculty member at this point in his or her career



MEMORANDUM

To: Professor Peter Bellis  
Professor Myron Rosenthal  
Professor George Alexandrakis  
Professor Steven Ullmann

From: K. Yacoub   
Chair, Faculty Senate

Date: March 22, 1996

Subject: DF-15 Form

Several faculty members complained about the confusion caused by the latest DF-15 form and related ballot. After discussing the matter with the Provost, there was agreement to ask the four of you to serve on a committee to recommend modification to this form and to prepare an appropriate instruction sheet to go with the form and/or the related ballot. I ask that Professor Peter Bellis chair this committee. I hope you can report to the Senate on its April 29 meeting which is the last regular meeting scheduled for this academic year.

KY/ca

cc: Provost Luis Glaser

c:\doc\yacoub\3-22-96.DF

## Proposed Revised Version of DF-15 Form, Section II (Draft - April 18, 1996)

II Division/Department vote on items applicable to this candidate:

## II A.

## a) Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

## b) Teaching performance:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

## c) Clinical activity (if applicable):

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

## d) Service:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

-----  
II B.

## a) Reappointment:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

## b) Promotion:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

## c) Award of tenure:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

## DEFINITIONS:

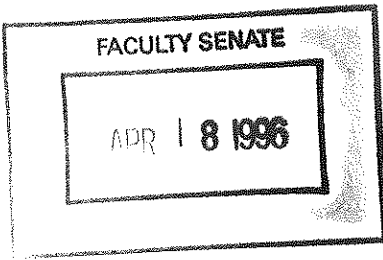
Outstanding: Exceptional work, far beyond expectations for a faculty member at this point in his or her career

Exceeds expectations: Clearly exceeds normal expectations for a faculty member at this point in his or her career

Marginal: May or may not meet requirements for reappointment, promotion, or tenure

Unsatisfactory: Below expectations for a faculty member at this point in his or her career

NB: The category of "Service" will be defined in the DF-15 Instructions as follows: "Service is defined as contributions to the university, profession, or community."



UNIVERSITY OF MIAMI  
SCHOOL OF NURSING  
MEMORANDUM

CDFH



TO: Diane Horner  
FROM: Lydia DeSantis *Lydia DeSantis*  
RE: Revisions to DF-15 Form  
12 April 96

Thank you for the opportunity to review and comment upon the suggested revisions to the DF-15 Form. My observations are as follow:

In Section II A:

I do not believe the three choices as defined are adequate. There needs to be a choice between "Marginal" (may meet) and "Good" (clearly exceeds) requirements for reappointment, promotion, or tenure. A person may be clearly meeting requirements but not clearly exceeding them. I would suggest that if a three choice scale is used the choices be defined as exceeds, meets, or does not meet requirements.

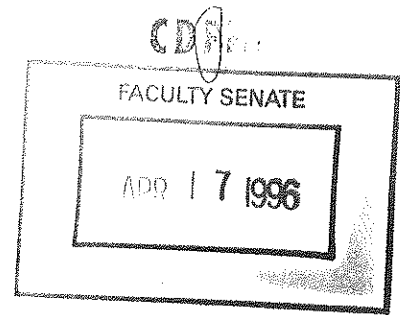
The titles of Parts b, c, and d cause problems for the School of Nursing which has clinical, research, and regular faculty designations. Scholarly productivity as defined in the Faculty Manual is not required of all ranks of the clinical faculty line as defined by the School of Nursing, nor should it be if the primary function of clinical faculty is clinical teaching. Clinical is also part of teaching for tenured and tenure-line faculty with courses that have a clinical component, but it is the prime component of teaching for faculty in the clinical line. Likewise, teaching and clinical may not be required of research faculty at all ranks, especially if they are totally supported by research funds. Therefore, I would suggest that the choice of "not applicable" be included for all areas to be rated.

For the School of Nursing, I see Professional Activity and Service as part and parcel of the each other. Professional activity is not commonly part of clinical as currently viewed in the School, but it is certainly part of Service.

In Section II B:

I see no reason for the designation of "Not Present". If the person is not present and does not vote by absentee ballot the person does not vote period. If it is simply meant as a tally line to account for those voting and eligible to vote, then a similar designation should be made for parts "a" through "d" in Section II A.

I do not have a copy of the entire DF-15 form as a referent, but I hope the designation of "making satisfactory progress toward tenure" is still to be included.



Paul K. Sugrue  
Dean

April 16, 1996

TO: Peter Bellis  
Chair, Senate Committee on DF-15 Form

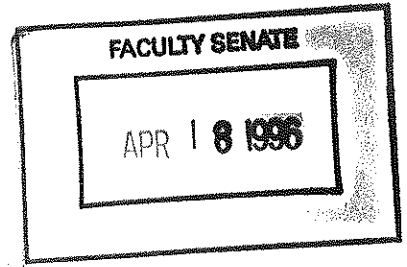
FROM: Dean Paul K. Sugrue

A handwritten signature in black ink, appearing to read "Paul K. Sugrue".

The dean and department chairs of the School of Business fail to see the reason for changing the current DF-15 and desire to keep it in its present form. The removal of the "outstanding" category was particularly disturbing.

cc: Executive Vice President  
and Provost Luis Glaser  
✓ Dr. Kamal Yacoub  
Dr. George Alexandrakis  
Dr. Myron Rosenthal  
Dr. Steve Ullmann  
SBA Department Chairs

Office of the Dean  
School of Business Administration  
P.O. Box 248027  
Coral Gables, Florida 33124-6520  
305-284-4643  
Fax: 305-284-6526



April 4, 1996

To: Dean Sam Yarger  
School of Education  
From: Peter Bellis  
Chair, Senate Committee on DF-15 Form

Subject: Possible revisions to DF-15 Form

At the request of the Faculty Senate, Drs. Alexandrakis, Rosenthal, Ullman and I have been reexamining the current DF-15 form used for Reappointment, Promotion, and Tenure recommendations.

In response to various problems that have arisen this year, we have drafted a set of revisions to section II of the current form. If approved, the attached page (form plus definitions) would become the ballot distributed to voting faculty.

Since different schools and colleges obviously have different needs, we are circulating the enclosed draft in order to solicit comments and suggestions. We have been asked to report back to the Senate by the end of this month, so we would appreciate as prompt a response as you can manage--within a week or ten days if at all possible. Please send your comments to the Senate Office, 325 Ashe, Loc 4634.

cc: Drs. Alexandrakis, Rosenthal, Ullman  
Dr. Yacoub, Faculty Senate Chair

*Peter, 4/1/96  
I met with our  
Chair Kocoy, and we  
had but a single  
recommendation. Under definitions,  
change "Marginal" to "adequate",  
and omit the word "may".  
Hope this is helpful.  
[Signature]  
(See attached)*

Proposed Revised Version of DF-15 Form, Section II  
(Draft - April 4, 1996)

II Division/Department vote on items applicable to this candidate:

II A.

a) Scholarly productivity and/or creative achievement:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

b) Teaching performance:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

c) Clinical/Professional Activity:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

d) Service:

\_\_\_\_\_ good; \_\_\_\_\_ marginal; \_\_\_\_\_ poor; \_\_\_\_\_ insufficient information

---

II B.

a) Reappointment:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

b) Promotion:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

c) Award of tenure:

\_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present

DEFINITIONS:

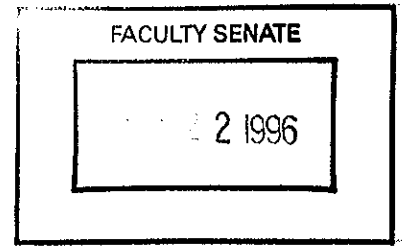
Good: Clearly exceeds normal expectations for reappointment, promotion, or tenure at this point in his or her career

*Adequate:*

~~Marginal: May~~ meet requirements for reappointment, promotion, or tenure

Poor: Below expectations for a faculty member at this point in his or her career

UNIVERSITY OF  
**Miami**  
MEMORANDUM



DATE: April 18, 1996  
TO: Peter Bellis, Chair, Senate Committee on DF-15 Form  
FROM: Dr. M. Lewis Temares  
RE: Possible Revisions to DF-15 Form

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The form looks O.K. to us at the College of Engineering.

MLT:fc





April 18, 1996

To: Professor George Alexandrakis  
Professor Stephen Cantrell  
Professor Myron Rosenthal  
Professor Steven Ullmann

From: Peter Bellis

A handwritten signature in black ink, appearing to read "Peter Bellis", written over the printed name.

Subject: DF-15 Revisions

Attached is a copy of the revisions to Section II of the DF-15 form. I've given a copy to the Senate Chair, so that it can be included with the agenda mailed to Faculty Senators before the April 29 meeting.

Department of English  
P.O. Box 248145  
Coral Gables, Florida 33124-4632  
305-284-2182  
Fax: 305-284-5635

Proposed Revised Version of DF-15 Form, Section II (Draft - April 18, 1996)

II Division/Department vote on items applicable to this candidate:

II A.

a) Scholarly productivity and/or creative achievement:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

b) Teaching performance:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

c) Clinical activity (if applicable):

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

d) Service:

\_\_\_ outstanding; \_\_\_ exceeds expectations; \_\_\_ marginal; \_\_\_ unsatisfactory; \_\_\_ abstain

-----  
II B.

a) Reappointment:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

b) Promotion:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

c) Award of tenure:

\_\_\_ yes; \_\_\_ no; \_\_\_ abstain; \_\_\_ not present

DEFINITIONS:

Outstanding: Exceptional work, far beyond expectations for a faculty member at this point in his or her career

Exceeds expectations: Clearly exceeds normal expectations for a faculty member at this point in his or her career

Marginal: May or may not meet requirements for reappointment, promotion, or tenure

Unsatisfactory: Below expectations for a faculty member at this point in his or her career

NB: The category of "Service" will be defined in the DF-15 Instructions as follows: "Service is defined as contributions to the university, profession, or community."



## FACULTY SENATE MEETING

April 29, 1996

The joint meeting of the 1995-96 and the 1996-97 Faculty Senate was called to order at 3:10 p.m. by Chairman Kamal Yacoub. He introduced the new Senators who will serve during 1996-97 and guest, Professor David Wilson.

### Remarks by the President

The President announced that Dean Ross Murfin, College of Arts and Sciences, will leave the University to become Provost at Southern Methodist University in Texas. Professor Paul Blaney will fill the position while a search for a new dean is conducted. Dr. Roosevelt Thomas, Associate Vice President for Human Resources and Affirmative Action will become Vice President for Human Resources and Affirmative Action. Mr. David Stansberry has been appointed Associate Vice President for Medical Affairs and UMMG managing director. Mr. Alan Livingstone is the new Associate Vice President for Medical Affairs and medical director replacing Dean John Clarkson. Dr. Richard Parish is the new chair of the Department of Ophthalmology.

Fundraising is ahead of last year's pace, a record year of \$67.8M. The Lowe Museum has been re-opened after remodeling and the Ring Theatre has been renamed the Jerry Herman Theatre. President Foote asked the Provost to report on enrollments and projections for next year. According to the Provost, the recent campus tragedy does not seem to be affecting enrollment. The University has recently floated bonds amounting to about \$92M to pay for capital projects. Major breakthroughs have taken place in the School of Medicine in the last two months. The first-ever complete thoracic transplant was completed and the patient's own liver was transplanted to another patient. Scientists at the Diabetes Research Institute achieved a major breakthrough in their research. The School of Communication Debate Team won the national championship. The University's team from the College of Engineering placed third in the National Society of Black Engineers Technical Bowl behind Stanford and Princeton. Mr. Frank Rodgers, Director of Libraries, has announced his intention to step down next year and a search for his replacement will begin soon. The following will be awarded honorary degrees at this year's commencement: Sister Jeanne O'Laughlin, President of Barry College; David McCullough, Pulitzer Prize winning author of *Truman*; Michael Brown and Joseph Goldstein, Nobel Prize winners in medicine and physiology; General Norman Schwartzkopf; William Henry Danforth, former Chancellor of Washington University; Don Shula, former head coach of the Miami Dolphins; and Michael Tilson Thomas, artistic director of the New World Symphony.



FACULTY SENATE

FEB 16 1996



February 15, 1996

TO: Professor Kamal Yacoub  
Chair, Faculty Senate

FROM: Peter Bellis  
English Department Representative

A handwritten signature in dark ink, appearing to read "PB", written over the printed name "Peter Bellis".

SUBJECT: DF-15 Form and the Tenure Process

A number of my colleagues, both in the English Department and elsewhere in the College of Arts and Sciences, have expressed serious objections to the recently revised DF-15 form. I have been asked to contact the Senate leadership in order to request that the Senate reconsider and/or revise the document once again.

The primary objection to the form in my department has been that categories such as "Outstanding," "Good," "Marginal," and "Unsatisfactory" are inadequate to convey a judgment on a faculty members' performance in either scholarship or teaching. Only the discursive form of the chair's evaluation can appropriately describe a faculty member's strengths and weaknesses across a broad range of activities.


I do not necessarily intend to bring this matter up on the floor of the Senate, if a reexamination of the DF-15 is already underway. If it is not, I would urge you to begin the process or to place the matter on the Senate agenda for discussion.

UNIVERSITY OF MIAMI  
FACULTY AFFAIRS  
102 FERRE  
CORAL GABLES, FL 33124-2215

**FAX**


Date: 9-23-96  
 Number of pages including cover sheet: \_\_\_\_\_

To: Barbara  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax phone: 5511  
 CC: \_\_\_\_\_

From: Patricia McCulley   
Jose Capote  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: (305) 284-3386  
 Fax phone: (305) 284-1565

REMARKS:     Urgent     For your review     Reply ASAP     Please comment

*your request \* SU    ~~CM~~ in 3 days!*





Executive Vice President and Provost

MEMORANDUM

June 3, 1996

TO: Deans and Chairpersons

FROM: Steven G. Ullmann /s  
Vice Provost for Faculty Affairs  
and University Administration

SUBJECT: Procedures for Reappointment, Promotion, and Tenure 1996-976

Attached are copies of the 1996-97 Promotion and Tenure Calendar; Procedures for Faculty Reappointments, Promotion, and Tenure, and instructions for completing the DF-15. Since the initial steps in the process should be started during the summer months, please take time in the next few weeks to review the attached documents.

As a reminder, the following modifications of the University's tenure procedures were approved by the Faculty Senate and signed by the President.

1. The concept of the early award of tenure "only in unusual circumstance" has been eliminated. A faculty member may now request consideration for tenure at any time during the probationary period, such consideration would have no prejudicial effect on reconsideration during the final Special Review for tenure. (Faculty Policies C4.5)
2. During the probationary period, faculty may submit a written request for extension of the probationary period on account of disability, child care or for an unpaid leave of absence. In addition, extraordinary personal hardship is now a permissible reason for requesting an extension. (Faculty Policies C4.5 (a-d))
3. Following a decision by the President not to recommend tenure in the final Special Review, an individual may be recommended for reconsideration during the notice year. This may be done by the voting faculty of the Department, the Dean, the Tenure Review Board or the Provost, but such a review will only be conducted when there is a significant indication that the person's record will improve during the notice year. If a decision is still negative, there will be no further consideration or appeal.

Memorandum  
Procedures for Reappointment,  
Promotion, and Tenure 1996-97  
June 3, 1996  
Page Two

There will be no additional grace year.

4. Faculty in the probationary period may currently request transfer to the non-tenure tracks of Research, Educator or Librarian Faculty. A modification to this provision specifies that the request must be made before the date of the Department vote during the final Special Review for tenure.
5. For those reappointments coming up during the midpoint of the probationary period (end of third/beginning of fourth probationary year), attach a current vita, teaching evaluations and memorandum from the dean/chairperson with a summary of the candidate's progress. Tenure-earning faculty on a leave of absence should be reviewed for reappointment.
6. Promotion to full Professor requires national recognition in the profession. (Faculty Policies C7.6 (c) and Faculty Charter A13.4)
7. In the case of a candidate being considered for tenure, eligible voting faculty are those who hold tenure. In the case of a candidate below the rank of Professor, eligible voting faculty are those tenured members who are superior in academic rank to the candidate. Faculty members who devote more than fifty percent of their personal effort to administrative duties other than departmental and whose duties may involve the review of candidates, shall not participate in the vote of a department with regard to any recommendation for promotion or the award of tenure.
8. Do not vote for reappointment if this is the tenure review year.
9. A ballot form is attached, please make copies as needed.
10. The DF-15 form has been revised and the forms will be available in Materials Management .

SGU:pm

Attachments:

Promotion and Tenure Calendar 1996-97  
Procedures for Faculty Review: Reappointment, Promotion, and Tenure  
Revised Form #DF-15 -- Instructions

PROMOTION AND TENURE CALENDAR 1996-97

Thursday, August 29, 1996 - Friday, September 27, 1996

Departments vote on reappointment, promotion and tenure. Chairpersons prepare recommendations and comments.

Thursday, October 3, 1996 - Friday, October 25, 1996

School Boards and Deans conduct their reviews.

Friday, November 1, 1996 - DEADLINE

All material on promotion and tenure (original plus 10 copies (collated, stapled or clipped) of complete file) must be submitted to the Faculty Affairs Office (102 Ferre Building) by 5:00 P.M. deadline so that material may be prepared for the Academic Personnel Board. For *reappointments*, submit only the original DF-15 and backup. Tenure denials should include past DF-15's.

Thursday, November 7, 1996 - Thursday, December 19, 1996

Academic Personnel Board reviews material with Deans. (Individual meeting to be scheduled with each Dean.)

Monday, November 11, 1996

Each School/College must notify the Provost of all *second-year* faculty who will **not** be reappointed for 1997-98.

Monday, December 2, 1996

(December 15 deadline as specified in the Faculty Policies C4.8)  
Letters of notification for *second-year* faculty terminations are mailed.

Monday, January 6, 1997

Provost completes recommendations concerning promotion and tenure.

Friday, January 10, 1997

Tenure denial letters are mailed.

Friday, January 17, 1997

President completes initial decisions on the award of tenure.



Schools/Colleges  
Promotion and Tenure Calendar 1996-97  
Page Two

Week of February 3, 1997

Academic Affairs Committee considers tenure recommendations.

Week of February 10, 1997

Each School/College must notify the Provost of all first-year faculty who will not be reappointed for 1997-98.

Week of February 17, 1997

Executive Committee of the Board of Trustees meets for decisions on tenure.

Friday, February 21, 1997

(March 15 deadline as specified in the Faculty Policies C4.8)  
Letters of notification for first-year faculty terminations are mailed.

Monday, March 17, 1997

(April 15 deadline as specified in the Faculty Policies C5.2(b))  
Provost announces promotion and tenure awards.

Wednesday, April 2, 1997

All tenure denial reviews by Tenure Review Board are completed and reported to President for action.

Wednesday, April 9, 1997

President acts on Tenure Review Board reviews and forwards positive actions to Board of Trustees via Secretary.

Friday, April 11, 1997

(May 31 deadline as specified in the Faculty Policies C4.8)  
Letters of termination for faculty with two or more years of service are mailed.

**PROCEDURES FOR FACULTY REVIEW:  
REAPPOINTMENT, PROMOTION, AND TENURE  
(REVISED, 1996)**

The following summary of faculty review procedures is designed to assist you in meeting the University requirements for reappointment, promotion and tenure. They are described in the order in which they occur, with references to the Faculty Charter or the recently approved sections of the Bylaws concerning tenure and promotion contained in brackets following each procedure. At the outset of the review process, all faculty members should be thoroughly familiar with the Faculty Policies section on "Scholarly and Professional Qualifications of the Faculty" [Faculty Policies C7] in the Faculty Manual. The University procedures which culminate in a decision regarding reappointment, promotion and tenure are outlined in the Faculty Policies section C10.

**The Duties of the Chairperson (Dean of a Non-departmentalized School)**

**Ongoing in preparation for the process**

- Ensure that each faculty member is informed at the time of initial appointment by the chairperson or dean in writing of the substantive standards and procedures generally employed by the University, the school, and the department in decisions affecting renewal and tenure. [Faculty Policies C5.3 and C10.1]
- Remind each faculty member of his/her responsibility for maintaining a current curriculum vitae for the department's personnel file. [Faculty Policies C10.4 and the Charter A13.5]

**Three Months Prior to Voting on Candidates**

- Inform probationary faculty members who must be reviewed about the procedures for evaluation.
- Any member of the faculty below the rank of Professor shall, upon written request be considered for promotion. [Faculty Charter A13.4]

Procedures for Faculty Review  
Reappointment, Promotion and Tenure  
Page Two

- Inform all candidates to be considered of their obligation to provide in a timely fashion a current curriculum vitae, copies of publications, and any other relevant information for the department files. Verify status of any items described as "In Press" or "Accepted for Publication"; that listing of the authors on articles accurately reflects the appropriate precedence of authorship; and that the Principal Investigator is identified on all grants listed. Catalogue work should be part of general productivity. All candidates for tenure and promotion must use the standard University form for their Curriculum Vitae. A copy of the standard form is attached to the Procedures document.
- Request written evaluations from at least **three** scholars outside the University who have reviewed and commented on the work of the candidate. The solicitation letter should request the reviewer to comment on the scholarly contribution of the candidate to his or her field and should avoid asking whether the candidate would be tenured or promoted at their institution. The letter of request should be prepared with the approval of the eligible voting faculty of the school or department, and the text should be shown to candidates and included in the candidate's file. Solicitation letters should not hint or suggest how candidates are perceived by the department or chairperson. Brief biographies of each outside reviewer, including the source recommending the reviewer, must be appended to the letters in the candidate's file. Do not attach the reviewer's vita (see attached form). Before the final decision on evaluators is made, the candidate shall be provided a written list of all potential evaluators. The candidate may submit a memorandum commenting on the suitability of the potential evaluators which shall become part of the candidate's file. [Faculty Policies C10.6(b)]
- For a faculty member who has a **joint** appointment, the chairperson of his/her primary department shall initiate action to provide for parallel recommendations by the faculty member's secondary department(s), collect the recommendations and transmit them with the file. [Faculty Policies C3.4]
- Determine those departmental faculty members eligible to vote on each candidate. In cases where there are fewer than five faculty members eligible to vote on a candidate a Special Evaluation Committee of **five members** must be appointed by the Dean. This committee will consist of all departmental faculty eligible to vote and provided for in the School's by-laws and will be augmented by faculty members from cognate disciplines within the University whose research and scholarly activities will enable them to help in evaluating the candidate. The total number of members on the committee will add up to five members. The department chairperson shall not be included as one of the five members of this committee; however, the chairperson may sit in on the committee's meetings. The chairperson's recommendation is submitted separately as described below, provided that he/she is eligible to vote. The votes of this committee will replace the vote of the faculty reported on the DF-15. [Faculty Policies C10.6(d)]

### One Month Prior to Voting on Candidates

- Advise candidates of their option to include a written career assessment as part of their file. [Faculty Policies C10.6(f)]

Procedures for Faculty Review  
Reappointment, Promotion and Tenure  
Page Three

- Complete a "Teaching Evaluation" form (a teaching evaluation form is attached). The "Teaching Evaluation" form must be completed for each faculty member recommended for reappointment, promotion and tenure. The assessment of teaching performance should be based on the results of formal student evaluations and, for promotion to associate professor and tenure the file shall include an assessment of classroom teaching made by the appropriate voting faculty. The method of student evaluation should be described and the results interpreted, but, do not include raw data or copies of evaluation forms completed by students. A clear and understandable summary of the results of formal student evaluations must be included. The faculty of each college and school should develop procedures governing the peer review and classroom visitations by faculty who are evaluating the teaching of non-tenured members. [Faculty Policies C10.6(a)]
- Make appropriate arrangements to facilitate the review of the candidates' scholarly publications, curriculum vitae, external letters, teaching evaluations and other relevant material by the entire voting faculty and inform the voting faculty of these arrangements.
- Certify that the scholarly publications and other relevant materials have been carefully reviewed by one or more tenured faculty members. Ordinarily the chairman would be among the reviewers. In the case of faculty members in disciplines where these scholarly activities do not involve written material (for example, Art), certify that this material has been examined directly by an appropriate number of faculty members. (A scholarly publication form is attached.)
- Give written notice of the departmental meeting to all eligible faculty. The announcement should be distributed well in advance of the meeting and should include an agenda and the names of all candidates under consideration. [Faculty Policies C10.6(g)]
- Inform eligible faculty voters unable to attend the meeting of their right to submit absentee ballots. Such ballots must be submitted before the departmental meeting to consider each candidate. [Faculty Policies C10.6(g)]

#### At the Time of Voting

- Check that only eligible faculty voters are present as each new candidate is considered. [Faculty Charter A2.2 (a-c); Faculty Policies C8.3(a-b) and C10.6(g)]

Provide the voting faculty with the opportunity to systematically examine each candidate's file and to deliberate on each case before a vote is taken. [Faculty Policies C10.6(g)]

Procedures for Faculty Review  
Reappointment, Promotion and Tenure  
Page Four

- Ask each voter to vote by secret ballot. (a revised ballot form is attached) [Faculty Policies C10.6(g)]
- Designate two voting faculty to count the ballots and tally the results according to the categories listed on the ballot. Record the regular and absentee ballots on the DF-15 Form for each candidate. [Faculty Policies C10.6(g)]
- Reasons should be given for an abstention vote.
- Inform the electorate of the results of the vote. [Faculty Policies C10.6(g)]

#### After the Vote

- Prepare a written summary of the recommendation of the voting faculty. **This summary should include the positions of both sides in the case of a split vote.** Circulate this written summary to the voting faculty prior to transmission to the Dean. [Faculty Policies C10.6(g-h)]
- Prepare a separate recommendation and evaluation of each candidate based upon your personal assessment. [Faculty Policies C10.6(h)]
- Forward each candidate's file, including the completed revised DF-15, summary of the voting faculty, the chair's recommendation, the candidate's career assessment, vita, external letters, brief biographies (not vita) of the external reviewers, copy of the letter used to solicit the external letters, teaching evaluation form, and scholarly publication review form, to the Dean. [Faculty Policies C10.6(h)]
- Inform each candidate and the voting faculty of the recommendations of the voting faculty and of the Chair promptly after the departmental meeting. [Faculty Policies C10.6(h)]

#### Duties of the Dean

- Review the procedures followed at the departmental level to make sure each candidate has received a fair and proper evaluation. The complete file should be reviewed by the Dean personally to insure appropriateness, accuracy, and fairness of all comments about candidates. [Faculty Policies C10.6(j)]
- The Dean may appoint an advisory committee to evaluate the record of all candidates for promotion and tenure. In order for the recommendation of this advisory committee to become part of the candidate's file, the composition and method of selection of the members of this committee must be established by Bylaw within the School/College. Recommendations of any advisory group not established by Bylaw may not be included or cited in the candidate's file. [Faculty Policies C10.6(i)]

Procedures for Faculty Review  
Reappointment, Promotion and Tenure  
Page Five

- Prepare a memorandum assessing the candidate's scholarship, teaching, service and other considerations. [Faculty Policies C10.6(j)]
- Ensure that a complete file on each candidate is provided to the Faculty Affairs Office. The originals **plus 10 copies of each piece of material (collated, stapled and/or clipped)** in the file should be sent to Faculty Affairs for review by the Academic Personnel Board. The file for each candidate should be arranged in the following order:
  - (1) Form DF-15
  - (2) Summary and interpretation of teaching (see form)
  - (3) Memorandum and recommendation from the Dean
  - (4) Memorandum and recommendation from the Chairperson
  - (5) Chairpersons's written summary of the recommendation of the voting faculty
  - (6) Candidate's written career assessment (if submitted)
  - (7) Curriculum vitae (see UM standard form)
  - (8) External letters (at least three)
  - (9) Biographies (not a vita) of external reviewers and their source (see form)
  - (10) Copies of the letter used to solicit the external reviews
  - (11) Scholarly Material Review certification (see form)
  - (12) Past DF-15s for any tenure denials
- The Dean will be invited to appear before the Academic Personnel Board to discuss his/her recommendations for promotion and tenure.
- A Chairperson may be asked to appear before the Academic Personnel Board in those cases when it is perceived that the appearance of the Chairperson would aid in the deliberations of the Academic Personnel Board.
- At the request of the Provost, the Dean will be invited to appear before the Academic Affairs Committee of the Board of Trustees to discuss his/her recommendations for tenure.

# FORM #DF-15 -- INSTRUCTIONS

(REVISED, MAY 1996)

The form #DF-15 is provided for the regular recording and transmittal of all recommendations on promotion, tenure, and reappointment. A copy of the form should be completed for each faculty member under consideration and used to head the file of supporting documents.

**Section I.** Indicate the department and school making the recommendation; the name of the faculty member; if (s)he is tenured, the date (s)he received tenure, or, if (s)he is non-tenured, the date his/her probationary period will normally end (please be sure the correct date is used -- **check contract**); his/her present rank and date of his/her initial appointment at the University of Miami.

**Section II.** For items applicable to the faculty member under consideration, record the vote of the **eligible** members of the department. [Faculty Charter A2.2; Faculty Policies C10.6(d) and C2]

- II A. a) Scholarly productivity and/or creative achievement.
- b) Teaching performance.
- c) Clinical Performance.
- d) Service: is defined as contributions to the university, profession, or community."
- II B. a) Each tenure-earning full-time faculty member (those in probationary status) shall be considered for reappointment during the last year of their current contract (e.g., persons on one year contracts will be reappointed each fall, while those on two or three year contracts will be reappointed during the second and third years, respectfully, of their current contracts). Faculty members appointed to the faculty in the fall semester may be voted on at the beginning of the spring semester. Research faculty and affiliated faculty shall be considered for reappointment annually. Those in the department eligible to vote are the tenured members with rank equal or superior to that of the faculty member under consideration. Faculty members with term appointments (lecturer, adjunct) are not to be considered.
- b) A tenured faculty member eligible for promotion must request consideration. Be sure that every eligible faculty member has the opportunity to make this request.
- c) A non-tenured faculty member in the tenure track is normally considered for the award of tenure in the academic year in which his/her probationary period ends. Any such faculty member, however, may apply for tenure at any time during the probationary period. A faculty member initially appointed to the rank of associate professor or professor to the tenure track is eligible for tenure consideration at any time during their probationary period. [Faculty Policies C4.5] Promotion to professor in the tenure track is accompanied by the award of tenure; consequently, the recommendation for promotion to Professor for an untenured faculty member must be accompanied by a recommendation on the award of tenure. [Faculty Policies C5.2(d)] Tenure shall not be awarded at the rank of assistant professor. [Faculty Policies C5.2(c)]

DF-15 Instruction  
(Revised, May 1996)  
Page 2

Those in the department eligible to vote are the tenured members with rank equal or superior to that of the faculty member under consideration.  
[Faculty Policies C10.6(d) and C2; Faculty Charter A2.2]

In the event that a Special Evaluation Committee is used, the vote of the five members of the Committee should be entered in this section.

**Section III.** The recommendation of the chairperson should be entered as indicated. Chairpersons should, also, attach a memorandum justifying his/her recommendation and a memorandum summarizing the recommendation of the voting faculty. After a department chairperson completes the entry on each form, the candidate's file should be transmitted to the academic dean.

**Section IV.** The recommendation of the dean should be entered as indicated. The dean should also submit a memorandum justifying his or her recommendation and, when denial of tenure is recommended, a copy of each DF-15 since the initial appointment. If the school or college has an advisory committee which has been established by bylaw, the dean may take into consideration the recommendations of this group when explaining his or her recommendations. The candidate's file, together with the appropriate number of copies (original plus 10), should then be transmitted to the appropriate Faculty Affairs Office.

**Section V.** The Academic Personnel Board will review the complete file and forward its recommendations to the Provost. Taking cognizance of the Board's opinion, the Provost will enter his recommendation. The Provost will take final action on recommendations for promotion and transmit the recommendations on tenure to the President. When a non-tenured faculty member is proposed for promotion to full professor, the tenure recommendation must be approved by the President and the Board of Trustees before the promotion can become effective.

If the Provost recommends against the award of tenure, he will notify the candidate, who may initiate an appeal.

**Section VI.** The President will complete his recommendation and explanation and forward the files to the Board of Trustees.

**Section VII.** a) The Academic Affairs Committee of the Board of Trustees will review and make recommendations to the Executive Committee. b) The Executive Committee of the Board of Trustees will act upon the tenure recommendations.

After all necessary actions have been taken and recorded, copies of the completed form will be returned to the department chairperson and deans/directors for their information and files.



**UNIVERSITY OF MIAMI**  
Curriculum Vitae  
Standard Format

**INSTRUCTIONS:** A curriculum vitae form following this format must be completed by every faculty member considered for reappointment, promotion, or tenure, and forwarded throughout the review process.

1. Date:

**PERSONAL**

2. Name:
3. Home Phone:
4. Office Phone:
5. Home Address:
6. Current Academic Rank:
7. Primary Department:
8. Secondary or Joint Appointments:
9. Citizenship:
10. Visa Type (if non-citizen):

**HIGHER EDUCATION**

11. Institutional (institution; degree; date conferred):
12. Non-Institutional (description; dates):
13. Certification, licensure (description; board or agency; dates):

Curriculum Vitae  
Standard Format  
Page Two

### EXPERIENCE

14. Academic (institutions; rank/status; dates):
15. Non-Academic (employers; title; responsibilities; dates):
16. Military (branch; rank; responsibilities; dates):

PUBLICATIONS [author(s) (in actual precedence of authorship); title; publisher or journal name; date (current year first); page numbers]

17. Books and monographs published:
18. Juried or refereed journal articles and exhibitions:
19. Other works, publications and abstracts:
20. Other works accepted for publication:

### PROFESSIONAL

21. Funded Research Performed (include all grants received in the last five years, identifying the principal investigator and the amounts and dates of the awards):
22. Editorial responsibilities:
23. Professional and Honorary Organizations (member; officer; date):
24. Honors and Awards:
25. Post-Doctoral Fellowships:
26. Other Professional Activities (e.g., papers presented; performances; conference proceedings; seminar or conference panel member; catalogue work; etc.):

TEACHING

27. Teaching Awards Received:
28. Teaching Specialization (courses taught):
29. Thesis and Dissertation Advising/Post-doctoral student supervision (chairman or committee member; topic; student name; date):

SERVICE

30. University Committee and Administrative Responsibilities:
31. Community Activities:

**TEACHING EVALUATION**  
(Tenure, Promotion and Reappointment)

Department/School of: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

**STUDENT EVALUATION: (do not attach raw data)**

Method of Evaluation:

Description of scale used in Student Evaluations:

Numerical summary of Student Evaluation data: (Attach separate sheet if necessary)

Interpretation of Evaluation: (attach separate sheet if necessary)

**PEER EVALUATION: (required for non-tenured faculty only)**

Assessment of classroom teaching based upon classroom visitation by voting faculty:  
(attach separate sheet if necessary)

Persons performing the assessment:

\_\_\_\_\_  
Signature of Chairperson  
or Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

SCHOLARLY MATERIAL REVIEW CERTIFICATION  
(Tenure, Promotion and Mid-Year Review)

Department/School of: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Description of material reviewed:

Other works accepted for publication:  
(attach acceptance letter)

Person(s) performing the review:

I certify that the materials described have been reviewed by the above listed faculty members.

\_\_\_\_\_  
Signature of Chairperson  
or Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

EXTERNAL REVIEWERS' BIOGRAPHICAL SKETCH

Reviewer's Name: \_\_\_\_\_

Brief Biography:

Source: Professor \_\_\_\_\_ is a departmentally selected reviewer.

Relationship to Candidate: \_\_\_\_\_

\*\*\*\*\*

Reviewer's Name: \_\_\_\_\_

Brief Biography:

Source: Professor \_\_\_\_\_ is a reviewer suggested by the candidate.

Relationship to Candidate: \_\_\_\_\_

REQUEST FOR CONSIDERATION FOR PROMOTION

Date: \_\_\_\_\_

TO: Dean \_\_\_\_\_  
School/College \_\_\_\_\_

VIA: Chairperson \_\_\_\_\_  
Department of \_\_\_\_\_

SUBJECT: Promotion

I do \_\_\_\_\_ do not \_\_\_\_\_ (check one) wish to be considered for promotion this year.

Signature \_\_\_\_\_

Rank \_\_\_\_\_

# RECOMMENDATIONS ON REAPPOINTMENT, PROMOTION, AND/OR TENURE

I Division/ Department of \_\_\_\_\_ College/ School of \_\_\_\_\_  
 Re: \_\_\_\_\_ Present Rank/date rec'd \_\_\_\_\_  
 last name first middle  
 Date eligible for / awarded tenure \_\_\_\_\_ Initial rank/date UM appt. \_\_\_\_\_

## II. Division / Department vote on items applicable to this candidate:

- II A. a) Scholarly productivity and/or creative achievement:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- b) Teaching performance:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- c) Clinical performance:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- d) Service:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- II B. a) Reappointment: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.  
 b) Promotion: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.  
 c) Award of tenure: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.

### Definitions:

**Outstanding:** Exceptional work, far beyond expectations for a faculty member at this point in his or her career.  
**Meets/Exceeds Expectations:** Clearly meets/exceeds expectations for a faculty member at this point in his or her career.  
**Marginal:** May or may not meet requirements for reappointment, promotion, or tenure.  
**Unsatisfactory:** Below expectations for a faculty member at this point in his or her career.  
**Service:** Contributions to the university, profession, or community.

III. Division/Department Chairperson Recommendation: \_\_\_\_\_  
 Explanation: \_\_\_\_\_

signature date

IV. Academic Dean Recommendation: \_\_\_\_\_  
 Explanation: \_\_\_\_\_

signature date

V. Provost Recommendation: \_\_\_\_\_  
 Explanation: \_\_\_\_\_

signature date

VI. President Recommendation: \_\_\_\_\_  
 Explanation: \_\_\_\_\_

signature date

VII. Board of Trustees:  
 a) Recommendation of Academic Affairs Committee \_\_\_\_\_

date

b) Action taken by Executive Committee \_\_\_\_\_

date

NOTE: Do not detach forms; completed copies will be distributed as indicated below and on each sheet.

DISTRIBUTION: 1 Provost (White) 2 Academic Dean (Yellow) 3. Department Chairman (Pink)



## FACULTY BALLOT FOR REAPPOINTMENT, PROMOTION AND/OR TENURE

**I. Department/School** \_\_\_\_\_ **Date** \_\_\_\_\_

1. Name of faculty member under consideration \_\_\_\_\_
2. Date appointed to University of Miami faculty \_\_\_\_\_
3. Present rank \_\_\_\_\_
4. Date appointed to this rank \_\_\_\_\_
5. If non-tenured, date probationary period ends \_\_\_\_\_
6. If tenured, date tenure awarded \_\_\_\_\_
7. If tenured, date of last promotion consideration \_\_\_\_\_

**II. Division / Department vote on items applicable to this candidate:**

- II A.**
- a) Scholarly productivity and/or creative achievement:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
  - b) Teaching performance:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
  - c) Clinical performance:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
  - d) Service:  
 \_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- II B.**
- a) Reappointment: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.
  - b) Promotion: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.
  - c) Award of tenure: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.

**Definitions:**

**Outstanding:** Exceptional work, far beyond expectations for a faculty member at this point in his or her career.  
**Meets/Exceeds Expectations:** Clearly meets/exceeds expectations for a faculty member at this point in his or her career.  
**Marginal:** May or may not meet requirements for reappointment, promotion, or tenure.  
**Unsatisfactory:** Below expectations for a faculty member at this point in his or her career.  
**Service:** Contributions to the university, profession, or community

### RECOMMENDATIONS ON REAPPOINTMENT, PROMOTION, AND/OR TENURE

I. Division/ College/  
From: Department of \_\_\_\_\_, School of \_\_\_\_\_  
Re: \_\_\_\_\_, Present Rank/date rec'd \_\_\_\_\_  
last name first middle  
Date eligible for / awarded tenure \_\_\_\_\_, Initial rank/date UM appt. \_\_\_\_\_

II. Division / Department vote on items applicable to this candidate:

- II A. a) Scholarly productivity and/or creative achievement:  
\_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- b) Teaching performance:  
\_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- c) Clinical activity (if applicable):  
\_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- d) Service:  
\_\_\_\_\_ outstanding; \_\_\_\_\_ meets/exceeds expectations; \_\_\_\_\_ marginal; \_\_\_\_\_ unsatisfactory; \_\_\_\_\_ abstain.
- II B. a) Reappointment: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.
- b) Promotion: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.
- c) Award of tenure: \_\_\_\_\_ yes; \_\_\_\_\_ no; \_\_\_\_\_ abstain; \_\_\_\_\_ not present.

Definitions:

**Outstanding:** Exceptional work, far beyond expectations for a faculty member at this point in his or her career.  
**Meets/Exceeds Expectations:** Clearly meets/exceeds expectations for a faculty member at this point in his or her career.  
**Marginal:** May or may not meet requirements for reappointment, promotion, or tenure.  
**Unsatisfactory:** Below expectations for a faculty member at this point in his or her career.

III. Division/Department Chairperson Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
signature date

IV. Academic Dean Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
signature date

V. Provost Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
signature date

VI. President Recommendation: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
signature date

- VII. Board of Trustees:  
a) Recommendation of Academic Affairs Committee \_\_\_\_\_ date  
b) Action taken by Executive Committee \_\_\_\_\_ date

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# BALLOT FORM FOR FACULTY VOTING ON RECOMMENDATIONS FOR REAPPOINTMENT, PROMOTION AND/OR TENURE

I. Department/School \_\_\_\_\_ Date \_\_\_\_\_

- 1. Name of faculty member under consideration \_\_\_\_\_
- 2. Date appointed to University of Miami faculty \_\_\_\_\_
- 3. Present rank \_\_\_\_\_
- 4. Date appointed to this rank \_\_\_\_\_
- 5. If non-tenured, date probationary period ends \_\_\_\_\_
- 6. If tenured, date tenure awarded \_\_\_\_\_
- 7. If tenured, date of last promotion consideration \_\_\_\_\_

## II. Division / Department vote on items applicable to this candidate:

- II A.
- a) Scholarly productivity and/or creative achievement:  
 outstanding;  meets/exceeds expectations;  marginal;  unsatisfactory;  abstain.
  - b) Teaching performance:  
 outstanding;  meets/exceeds expectations;  marginal;  unsatisfactory;  abstain.
  - c) Clinical activity (if applicable):  
 outstanding;  meets/exceeds expectations;  marginal;  unsatisfactory;  abstain.
  - d) Service:  
 outstanding;  meets/exceeds expectations;  marginal;  unsatisfactory;  abstain.

- II B.
- a) Reappointment:  yes;  no;  abstain;  not present.
  - b) Promotion:  yes;  no;  abstain;  not present.
  - c) Award of tenure:  yes;  no;  abstain;  not present.

### Definitions:

**Outstanding:** Exceptional work, far beyond expectations for a faculty member at this point in his or her career.  
**Meets/Exceeds Expectations:** Clearly meets/exceeds expectations for a faculty member at this point in his or her career.  
**Marginal:** May or may not meet requirements for reappointment, promotion, or tenure.  
**Unsatisfactory:** Below expectations for a faculty member at this point in his or her career.



March 29, 1996

To: Professor George Alexandrakis  
Professor Myron Rosenthal  
Professor Steven Ullmann

From: Peter Bellis

A handwritten signature in dark ink, appearing to read "P. Bellis", written over the typed name.

Subject: Committee meeting to discuss DF-15 form revisions

This is to confirm our meeting scheduled for Thursday, April 4 at 9:00 am in the Faculty Senate conference room, 325 Ashe.

I thought I'd anticipate our discussion slightly, and sketch out some of the problems or ambiguities that we might want to address in revisiting the DF-15. The problems I've heard about all have to do with Section II, which records departmental votes in 6 different areas:

a) At present, this section includes categories for Scholarly Productivity and or Creative Achievement, Teaching Performance, and Clinical/Professional Activity. **Should it also contain a category for Service?**

b) Should votes be recorded in these 3 (or 4) categories in **all years of the probationary period, or only in those years before votes on Promotion and Tenure take place?**

c) At present, the DF-15 offers five terms for use in evaluation: Outstanding, Good, Marginal, Poor, or Insufficient Information. None of these terms is defined in the instructions. **Should we change these terms? Reduce them (to Good, Marginal, and Poor)? Or merely come up with definitions?**

This last item is, obviously, the most difficult. I'll try to come up with some draft definitions, just for purposes of discussion.

See you on the 4th.

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