



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

Date: March 1, 2013

Subject: Faculty Senate Legislation #2012-25(B) – Amend the *Faculty Manual* to update the reference in Sections C13.3, Faculty Files and C13.4, Special Reviews (a)(ii)

At its February 27, 2013 meeting, the Faculty Senate unanimously approved amending the *Faculty Manual* to update the reference in Sections C13.3, Faculty Files and C13.4, Special Reviews (a)(ii) regarding external evaluations for Special Reviews and updating the contents of Faculty files to contain such evaluations.

As part of the legislation history it is noted that the Provost will exercise the request for written external evaluations only as needed.

The changes are noted in underline/~~strikeout~~ format below.

BEGIN TEXT

C13.3 Faculty Files

The file of the candidate shall be the basis for the deliberations at each stage of the reviews. Faculty members shall be responsible for maintaining a current statement of professional activities, arranged according to customary practices and university requirements. This file shall include evidence of: (1) educational attainments; (2) awards and fellowships; (3) funded research projects; (4) publications, papers, performances and other scholarly contributions to the profession; (5) outstanding achievement in teaching; (6) services to the profession in scholarly bodies and in university activities; and (7) public service to the community related to scholarship and the profession as appropriate. Specific requirements for candidate's files for SPECIAL REVIEWS are described in Section C13.~~54~~ (a) of these Policies. Prior to any faculty review or vote, candidates shall have an opportunity to make current their files in the office of the chair, as provided in Section A14.4 of the Faculty Government Charter. The chair shall make available to the voting faculty all relevant materials in the file of each candidate.

C13.4¹ Special Reviews²
[Section (a) and (a)(i) unchanged]

(ii) EXTERNAL ~~EVALUATIONS LETTERS~~. The file of a candidate for tenure or for promotion shall include at least five³ written evaluations of the scholarly work of the candidate solicited from individuals specializing in the candidate's field who hold positions at major universities or research institutions of comparable or higher rank to that for which the candidate is being considered. ~~The file of a candidate being reviewed for mid-career reappointment shall include at least two written evaluations of the scholarly work of the candidate solicited from individuals specializing in the candidate's field who hold positions at major universities or research institutions of comparable or higher rank to that for which the candidate is being considered.~~⁴ These letters are solicited by the chair following consultation with the candidate and the appropriate voting faculty. Candidates shall not be informed of the names of potential external reviewers suggested by the voting faculty but shall be permitted to submit a memorandum for inclusion in the file identifying persons who are thought to be unsuitable external reviewers and the reasons for that judgment; they may not, however, exclude specific external reviewers. If outside ~~evaluations letters~~ are solicited from reviewers recommended by the candidate, the nature of any relationship shall be indicated. The chair shall supply the voting faculty and the dean with a list of the external reviewers, indicating how and why each was selected. The content of ~~the letters requesting for~~ written evaluations shall be prepared with the approval of the appropriate voting faculty and shall be shown to the candidate, with the names of the addressees removed. A copy of each ~~such request letter used to soliciting an~~ external ~~review~~~~evaluation~~ shall be included in the candidate's file. ~~Letters of~~ The external evaluations are confidential, but they may be seen by anyone directly involved in making the promotion or tenure decision. In the case of LIBRARIAN FACULTY exceptions to the need for written external evaluations of the candidate's scholarly work may be made when ~~they such letters~~ would not add materially to the candidate's file. The file of a candidate being reviewed for mid-career reappointment may include written external evaluations of the scholarly work of the candidate .

END TEXT

This legislation is now forwarded to you for your action.

RW/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost
David Birnbach, Vice Provost, Faculty Affairs
Academic Deans

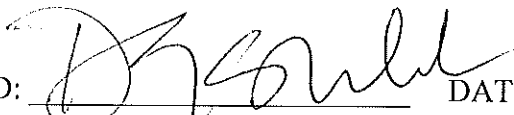
¹ Section C13.4 deleted, [#2011-60\(B\)](#)

² See section [C10.2\(d\)](#) for voting criteria

³ [#2011-60\(B\)](#)

CAPSULE: Faculty Senate Legislation #2012-25(B) – Amend the Faculty Manual to update the reference in Sections C13.3, Faculty Files and C13.4, Special Reviews (a)(ii)

PRESIDENT'S RESPONSE

APPROVED:  DATE: April 26, 2013
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____