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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate

Date: April 21, 2017

Subject: Faculty Senate Legislation #2016-59 (A) – Amend *Faculty Manual* Sections A14.3, and C13.4 to limit how often a faculty members can request tenure review or promotion.

The Faculty Senate, at its April 19, 2017 meeting, voted unanimously to approve the proposal to amend *Faculty Manual* Sections A14.3 and C13.4 (b)(i) to limit how often a faculty members can request tenure review or promotion.

Currently, the *Faculty Manual* allows any member of the REGULAR FACULTY below the rank of Professor to be considered for promotion “upon written request.” However, no provisions exist, which discourage a faculty member who has been denied promotion from requesting promotion consideration every year. The proposed modification to the *Faculty Manual* requires a minimum period of two years between such self-initiations, and that such requests occur only when new evidence of contributions to their respective discipline has been demonstrated.

Proposed changes are highlighted below in red: [Emphasis added].

A14 Faculty Appointment, Retention, Tenure, Promotion, and Merit Salary Increases

A14.3 Any member of the faculty below the rank of Professor shall, upon written request, be considered for promotion as described in Section C13 of the Faculty Policies. Faculty members who are denied promotion to the rank of Professor shall not re-seek promotion for a minimum period of two years, and shall do so only when new evidence of contributions to the relevant discipline has been demonstrated in accordance with section C13.3. The tenured members of the department and those members of the department authorized to vote on this matter in accordance with Section A3.150 who are superior in academic rank to that faculty member shall decide whether to recommend the promotion. In this decision they shall take into account the qualifications for the several academic ranks described in Section C9 of the Faculty Policies. Promotion shall be based upon possession of these qualifications and not upon length of service. The department chair shall transmit a recommendation on promotion to the dean of the school along with supporting evidence, and may also transmit opinions. The dean

shall attach a final recommendation and any additional information, and transmit to the Executive Vice President and Provost for decision.

C13.3 Faculty Files [*No changes proposed for this section, but it is included here for reference.*]

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 appropriate¹. Specific requirements for candidate's files for SPECIAL REVIEWS are described in Section C13.4 (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.

C13.4 Special Reviews

Special Review shall be completed (1) during the candidate's third year for a faculty member holding a tenure-earning appointment; (2) ***when promotion to associate professor or professor is to be considered later in that same academic year***; (3) in the year prior to the end of the probationary period; and (4) in the next-to-last year prior to reappointment of a faculty member holding a multi-year appointment. Individuals holding tenure-earning appointments shall be evaluated by the voting faculty for the purpose of assessment of progress toward tenure and individuals appointed as RESEARCH FACULTY, EDUCATOR FACULTY, and LIBRARIAN FACULTY shall be evaluated by the voting faculty for the purposes of reappointment. Each Special Review shall be conducted as described below.

(b) REVIEW PROCESS. (i) The review process shall proceed as follows:

(i) REQUEST FOR REVIEW. In accordance with Section A14.3 of the Faculty Government Charter, any faculty member wishing to be considered for *promotion must make this request in writing*. A written request is not required for reappointment or for consideration for tenure or *tenure and promotion*, as appropriate, during the last year of the probationary period. [Emphasis added]. However, if promotion is denied, the faculty member shall not seek reconsideration for a minimum period of two years, and shall do so only if there is new evidence of contribution to their respective field in accordance with Section C13.3.

¹ [#2012-25\(B\)](#)

This legislation is now forwarded to you for your action.


TAS/rh

Enclosure

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

CAPSULE: Faculty Senate Legislation #2016-59(A) – Amend *Faculty Manual* Sections A14.3, and C13.4 to limit how often a faculty members can request tenure review or promotion.

PRESIDENT'S RESPONSE

APPROVED:  DATE: 5/8/17
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty Senate

EFFECTIVE DATE OF LEGISLATION: Upon approval of the vote of the faculty and the Board of Trustees, whichever comes last

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____