

Motion title: Change to section 4.6.3.3.2.

Submitted by: Committee on Rank and Tenure, Mary Abkemeier, Chair

Motion :

It is moved that the following sentence be appended to item 4.6.3.3.2 of Volume IV.

“The Vice President for Academic Affairs, in collaboration with the departmental chairperson, will write the letter sent to the faculty member as a result of the periodic review.”

Rationale and Background information:

For focused review item 4.6.2, item 5 states: “Results of the focused review by the Rank and Tenure Committee will be reported to the Vice President for Academic Affairs, who will, in collaboration with the departmental chairperson, draft written recommendations and commendations to the faculty member. This report will contribute to the decision on renewal of appointment and become a permanent part of the faculty member’s file.

Note, the VPAA and the departmental chairperson collaborate to write the letter to the faculty member.

However, for Periodic review there is no formal collaboration between the VPAA and the departmental chairperson as the letter citing recommendations and commendations is written. The two items in Volume IV that are related to this are the following:

- Item 4.6.3.3.2, **Committee Review and Recommendations**, states: the committee will act on the review and make its recommendation to the Vice President for Academic Affairs on or before March 15 of each of the faculty member’s sixth year of service under a full-time teaching appointment. The committee may also make specific recommendations to the faculty member for faculty development, when appropriate. (Note, this committee that is referenced in this item is the Non-Tenure Review Committee appointed by the members of the Committee on Rank and Tenure.)
- Item 4.6.3.3.3, **Notification of Renewal / Non-Renewal** states: Considering the recommendation of the non-tenure review committee, the Vice President for Academic Affairs will notify the faculty member of the renewal/non-renewal decision on or before April 1 of the year of the non-tenure review. A non-renewal decision will result in a one-year term contact being issued.

The members of the Committee on Rank and Tenure think that the VPAA and departmental chairperson should collaborate on the letters that result from both the focused and periodic review processes.

Proposed date of implementation: Upon FGA approval.