

**Proposed Miscellaneous Changes to the Faculty Handbook
Passed by the Faculty Senate on November 19, 2015**

1. Proposed changes to Part 5: Teaching, adding a new section on mentoring of untenured Faculty and Instructional Staff and revising the existing section on course evaluations

5.3 Mentoring of Faculty and Instructional Staff in regard to Teaching

Each Department shall devise and implement plans for mentoring its Faculty and Instructional Staff in order to improve their teaching and the delivery of the curriculum. Such plans should include constructive feedback on teaching performance and review of course evaluations and course materials, including the assessment of syllabi and assignments. Faculty and Instructional Staff shall have an opportunity to express their views on ways to improve administrative and technological support, classroom management, curriculum development, and other relevant components of teaching.

5.3.4 Course Evaluations

Every semester the University shall conduct student evaluations of all courses, using an evaluation form and a procedure approved by the Faculty Senate and the Provost. These evaluations are intended to improve the quality of instruction and for use in promotion and tenure evaluations of Faculty and reviews of Instructional Staff. They may also be used in the process of determining merit salary increases and for selecting Faculty and Instructional Staff for teaching awards. Any other uses of course evaluations require the permission of individual Faculty and Instructional Staff.

Commentary: Just as Part 6: Faculty Development contains a section on mentoring Faculty in regard to research, it is proposed that Part 5: Teaching should contain a section on mentoring Faculty and Instructional Staff in regard to teaching. The section on Course Evaluations adds teaching awards as another legitimate use of course evaluations, but it also states that any uses of course evaluations besides those mentioned in this section (i.e., p&t, review of Instructional Staff, merit salary increases, and teaching awards) require the permission of the individual Faculty member or member of the Instructional Staff. Of course, all section numbers from Section 5.4 onward will be increased by one as a result of the new Section 5.3.

2. Proposed changes to Section 2.6.3.3.2 in the 2015 Faculty Handbook: Extended Tenure-Track Period

2.6.3.3.2 Extended Tenure-Track Period

In special circumstances, such as an event that severely impedes a Faculty member's ability to perform his/her professional duties for a period of time (including an illness to a Faculty member or a member of his/her family, or primary care given to a newborn or newly adopted child), the TTP may be extended ~~by an authorized leave of absence.~~ However Normally, such an extension can occur only once during the TTP and can last no more than one year. Exceptions to this rule can be granted by the Provost. Thus, the maximum duration of the TTP is eight years, during which time a decision must be reached to either award tenure or terminate the appointment.

In order to receive an extension of the TTP ~~through an authorized leave of absence,~~ a Faculty member must submit a written request to the

Department P&T Committee in a timely fashion, explaining the reason(s) for the request in detail. The Department P&T Committee reviews the request and makes a recommendation to the Dean. The Dean forwards the Faculty member's request and the Department P&T Committee's recommendation, along with the Dean's own recommendation, to the Provost, who either authorizes or denies the extension.

If a request for an extension of the TTP is made during the Third Year Review, no extension will be granted unless the review results in reappointment. ~~A request for an extension of the TTP cannot be made after the start of the period of tenure eligibility (see section 2.6.3.5).~~

Application for a leave of absence for personal reasons, or election to use the University's Active-Service Modified-Duties Policy to care for a newborn or newly adopted child ~~(see section 2.14)~~, does not obligate an untenured Faculty member to apply for an extension of the TTP, nor does it replace the requirement for a formal, written request, should the Faculty member desire a TTP extension.

Commentary: Three kinds of changes are being proposed in order to give Faculty members greater flexibility in extending their tenure clocks. 1. Faculty will no longer have to take an unpaid leave of absence in order to extend the Tenure-Track Period (TTP), though they will still have to go through the process of applying for such an extension. 2. It will now be possible for a Faculty member to extend the TTP more than one year at the discretion of the Provost. 3. It will now be possible for a Faculty member to extend the TTP at any time. Points 2 and 3 are intended to allow flexibility in the event of unusual circumstances, such as a Faculty member becoming seriously ill during the final year of tenure eligibility.

3. Revision of Section 2.6.5.2.3.3 in the 2015 Faculty Handbook, on ranking of Faculty who are recommended for promotion and/or tenure by their Department P&T Committee

2.6.5.2.3.3 Submission of Recommendations

Recommendations for tenure and for promotion to the ranks of Associate Professor or Professor are submitted to the Dean. ~~In cases where more than one person is recommended for promotion or tenure, the Department P&T Committee shall give the order of preference in each category.~~ Before any reports are submitted to the Dean, the Department P&T Committee Chairperson must notify each Faculty member being considered, in writing, of the Department P&T Committee's decision, and each Faculty member shall be given an opportunity to meet with the Department P&T Committee to review his or her case (see Section 2.6.5.2.3.5).

Commentary: Because candidates for promotion and tenure are evaluated independently and on their own merits, departmental ranking of candidates is not warranted.