

Professional Responsibilities and Procedures Committee (PRPC)
Report to Faculty Senate Executive Committee (FSEC)
February 21, 2006

Action Items for final approval:

1. Reasons for Non-Renewal. Code to qualify “cessation of extramural funding” as a reason for non-renewal of tenure-track faculty will be presented to Faculty Senate for final review.
2. Extension of Pre-Tenure Probationary Period. Code to specify that expectations for achievements will be no greater when the pre-probationary period has been extended than if it had not will be presented to Faculty Senate for final review.

Information Items for review:

1. Deans’ Tenure and Promotion Advisory Committees. Revised code to require ombudsperson attendance at meetings of such committees, and disclosure to the respective college of the composition of the committees, will be presented to Faculty Senate for review.
2. Clarification of Revision of Role Statement. PRPC has drafted a revision of Code 405.6.1, Role Statement and Role Assignment. This section currently reads: “The role statement shall be reviewed annually and shall be revised as needed.” We suggest clarifying it to read “The role statement shall be reviewed, *revised as needed, signed and dated* annually *by the faculty member and department head or supervisor* ~~and shall be revised as needed.~~” to reflect procedures established by the Provost’s office for annual meetings of tenure and promotion committees.
3. Deadline for Initial Promotion Committee Meeting. Code 405.6.2 Advisory Committees, (2) Promotion advisory committee states: “When a faculty member with tenure wishes to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by **October 15** of the Fall Semester one year prior to that consideration, convene the promotion advisory committee to meet with the candidate.” However, Code 405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS, 2 Faculty with Tenure, (1) Meetings of the promotion advisory committee, which is where a faculty person considering promotion would look for procedures, makes no mention of this deadline. PRPC suggests pushing this deadline forward (e.g., to Feb. 15, six months prior to an August meeting) and noting the deadline in 405.8.2(1). See Attachment 1.
4. Role Statement Criteria for Award of Tenure and Promotion. PRPC was asked to address a concern that the major emphasis as defined in the role statement is not always the area in which evidence of excellence is required for the award of tenure and promotion. See Attachment 2.
5. Temporary Vacancies on Tenure and Promotion Advisory Committees. It was pointed out that it is the norm for there to be some change in a given committee over the course of the tenure and promotion processes. Since the option of participation by some form of voice conferencing has been added to the code for foreseeable vacancies, PRPC felt the current code provided the appropriate flexibility to allow the “appointing authority” to deal with emergencies (e.g., negotiate a one-time change in administrative deadlines; fill the vacancy with an equivalent faculty person, etc.).

Attachment 1
Initial Meeting Prior to Promotion

405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

8.2 Faculty with Tenure

(1) Meetings of the promotion advisory committee

When the promotion advisory committee, formed by the department head or supervisor in consultation with the faculty member, meets for the first time, the purpose of this meeting, similar to the first tenure meeting, will be to ensure that an appropriate role statement is in place and to provide information to the faculty member about promotion to full professor. This information could include historical information about the records of the last several department members promoted to full professor or information about the committee's understanding of what is necessary for promotion to full professor. All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time. Subsequent to this first meeting the faculty member may request additional meetings with the promotion advisory committee if desired.

When the faculty member is ready to be considered for promotion to full professor, the promotion advisory committee shall meet upon request of the faculty member, to consider a recommendation for promotion to full professor the following fall. This initial meeting shall take place prior to February 15, six months before the faculty member submits materials for consideration and review.

Attachment 2
Excellence Criteria – Proposed Changes to Code

Current Code

405.2.2 Criteria for the Award of Tenure and for Promotion from Assistant to Associate Professor

Tenure, and promotion from assistant to associate professor, are awarded on the basis by which a faculty member performs his or her role assignment. Although tenured and tenure-eligible faculty members are expected to carry out the major university functions of teaching, research/creative endeavor, extension, and service, individual emphasis will vary within and among academic departments as described in each faculty member's role statement. Each candidate must present evidence of effectiveness in all of the professional services which he or she performs, and must present evidence of excellence in the major emphasis of his or her role statement.

405.2.4 Criteria for Promotion from Associate Professor to Professor

In addition to the criteria for promotion to associate professor, promotion to the rank of professor shall require an established outstanding reputation for excellence in teaching, research/creative endeavors and/or extension, according to the role statement. Excellence is measured by national standards for professors within the professional peer group.

Proposed Revision

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405.2.4 Criteria for Promotion from Associate Professor to Professor

In addition to the criteria for promotion to associate professor, promotion to the rank of professor shall require an established outstanding reputation for excellence in teaching, research/creative endeavors and/or extension, according to the role statement. Excellence is measured by national standards for professors within the professional peer group. *Academic units may deviate from this standard by requiring excellence in any one area of the role statement. When they do deviate they must provide a written statement of their standards to candidates when they are hired and must adhere to these standards throughout the process, up to and including the central administration level.*