

Professional Responsibilities and Procedures Committee (PRPC)**Report to Faculty Senate****January 9, 2006**

1. Electronic participation in tenure and promotion meetings. Code change approved in December Faculty Senate meeting to define acceptable electronic participation for both tenure and promotion meetings ([Attachment 1](#)).
2. Ombudsperson attendance at field-based Extension personnel tenure advisory committee meetings. Addition code is proposed to allow an ombudsperson to participate electronically in the special circumstance of tenure and promotion advisory committee meetings for field-based Extension personnel ([Attachment 2](#)).
3. Exclusion from external review of lecturers. After review of the code defining the lecturer ranks [401.5.2(1) [Attachment 3](#)] draft code pertaining to outside review during promotion has been revised ([Attachment 4](#)) to reflect the fact that lecturers are appointed to teaching positions.
4. Senate committee meeting policy. In response to a charge from the Faculty Senate, code is proposed to assure appropriate meetings of Senate committees ([Attachment 5](#)).
5. Items requiring a charge from Faculty Senate to PRPC to draft code:
 - 5.1 Concern that some colleges continue to utilize dean's tenure advisory committees to review tenure packets although these committees are not specified as part of the tenure and promotion process. The initial response of PRPC is that if deans in large colleges need assistance from a college-based tenure advisory committee in reviewing candidates' files, members of such a committee should report their recommendations in writing with a copy provided to the candidate, as is the case with other such reports [Code 405.7.1(2) and 405.7.2(2) [Attachment 6](#)].
 - 5.2 Concern that "cessation of extramural funding" is listed as a reason for non-renewal of tenure-track faculty ([Attachment 7](#)). The initial response of PRPC is to add the qualifier "cessation of extramural funding that is required for a substantial portion of the salary support of the faculty member,".
 - 5.3 Concern that policy regarding extensions of the pre-tenure probationary period when no leave of absence is taken needs to be clearly stated in the code. The proposed addition to the code ([Attachment 8](#)) has been reviewed by the Provost.
 - 5.4 Concern that the date of notification of non-renewal (particularly with regard to third-year candidates) is the only information in the code relevant to date of separation from the university ([Attachment 9](#)). Date of separation resulting from non-renewal should be clearly stated in the code. A request for clarification of practice has been made to the Provost.

PRPC Attachment 1
Electronic Participation in Tenure and Promotion Meetings

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

7.1 Annual Event

(1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. *All tenure advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time.*

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.

PRPC Attachment 2
Ombudsperson Electronic Participation in Tenure and Promotion Meetings

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

7.1 Annual Event

(1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. *All tenure advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time. Ombudspersons must be present in person, with the exception of meetings for field-based Extension faculty.*

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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.

PRPC Attachment 3
Code Defining Lecturer Ranks

401.5 THE FACULTY WITH TERM APPOINTMENTS

5.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

(1) Lecturer ranks.

Faculty members whose function it is to teach remedial, beginning, or, on occasion, intermediate university courses, are appointed to one of the following titles: Lecturer, Senior Lecturer, or Principal Lecturer. Appointments to lecturer positions are made only in academic units.

PRPC Attachment 4
External Review of Lecturers – Proposed Changes to Code

405.11.4 Events During the Year in which a Promotion Decision is to be Made

(1) External peer reviews.

Prior to September 15, the department head or supervisor will make a single solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If less than four letters arrive, additional letters will be solicited to attain the minimum of four letters. The reviewers must be external to the University and must be respected in their fields. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from candidate's list. The department head or supervisor and the promotion advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially drafted by the department head or supervisor, with final drafts agreed upon by the candidate, the promotion advisory committee, and the department head or supervisor, shall be sent to each reviewer by the department head or supervisor. Each reviewer should be asked to state at the very least the nature of his or her acquaintance with the candidate, and to evaluate the candidate's work, recognition, and standing among his or her peers. Copies of these letters will become supplementary material to the candidate's file. *The external review process is not required for those seeking promotion in the lecturer ranks in cases where teaching and service constitute 75% or more of the role statement appointment.*

A waiver of the external review process may be granted by the President when such a process is operationally not feasible for a particular set of term appointment academic titles and ranks.

PRPC Attachment 5
Senate Committee Policy – Proposed Changes to Code

Current Code

402.11.3 Senate Committee Procedures

(1) Committee action; quorum; majority and minority reports.
Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6(1)). Committee work shall be accomplished as a body. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

402.12.3 Academic Freedom and Tenure Committee

(5) Meetings; quorum.
Academic Freedom and Tenure committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, of three committee members. A majority of committee members shall constitute a quorum for conducting business, and all actions of the committee shall be by majority vote of the quorum present.

Revision Proposed by PRPC

402.11.3 Senate Committee Procedures

(1) Committee action; *meetings*; quorum; majority and minority reports.
Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6 (1)). Committee work shall be accomplished as a body. *Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee.* A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

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PRPC Attachment 6

Procedures Pertaining to Decisions of Tenure Advisory Committees, Dept. Heads and Deans

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

7.1 Annual Event

(1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5.

(2) Evaluation and recommendation by the tenure advisory committee.

After the initial meeting, the tenure advisory committee shall meet with the candidate at least annually and review the candidate's file and supplementary material to evaluate progress toward tenure. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. The committee will submit, each year, a written report to the department head or supervisor. This report shall be submitted by December 1 for first-year and second-year appointees, by October 26 for third-year appointees, and by December 1 during subsequent years (see Table 405.1.4). Except in the year in which the tenure decision must be made, the report shall include an evaluation of the candidate's progress toward tenure and identify areas for improvement in the candidate's performance as necessary. The report shall also contain a recommendation regarding the renewal or nonrenewal of the appointment (405.6.2(1); 407.7). **Copies of all reports signed by the committee members shall be provided to the candidate, the department head, or supervisor and the director (where applicable), the dean, or vice president.** A copy shall be placed in the candidate's file.

(3) Evaluation and recommendation by the department head or supervisor.

The department head or supervisor shall, after receiving the tenure advisory committee report, meet annually with the candidate to review fulfillment of the role statement and the role assignment and evaluate progress toward tenure. For meetings held between either the department head or supervisor and the candidate to review the committee's evaluation and recommendation, the candidate or department head or supervisor may request the presence of an ombudsperson in accordance with policy 405.6.5. Subsequently, the department head or supervisor shall submit in writing to the director (where applicable), dean, or associate or assistant vice president of extension an evaluation of the candidate indicating where satisfactory progress is being made and where improvement is needed. The department head or supervisor may recommend the nonrenewal of the appointment of the faculty member. This report shall be submitted by December 18 for first-year and second-year appointees, by November 10 for third-year appointees, and by December 18 during subsequent years. **Copies will be provided to the candidate and the tenure advisory committee.** A copy shall be placed in the candidate's file.

7.2 Additional Events During the Year in which a Tenure Decision is to be Made

(1) External peer reviews.

PRPC Attachment 6

Procedures Pertaining to Decisions of Tenure Advisory Committees, Dept. Heads and Deans

Prior to September 15, the department head or supervisor will make a single solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If fewer than four letters arrive, additional letters will be solicited only to attain the minimum of four letters. The reviewers must be external to the University and must be held with respect in academe. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from the candidate's list. The department head or supervisor and the tenure advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially prepared by the candidate and a cover letter initially drafted by the department head or supervisor with final drafts mutually agreed upon by the candidate, the tenure advisory committee, and the department head or supervisor shall be sent to each reviewer by the department head or supervisor. Each reviewer should be asked to state, at the very least, the nature of his or her acquaintance with the candidate, and to evaluate the candidate's published work and/or creative endeavors, and recognition and standing among his or her peers. Copies of these letters will become supplementary material to the candidate's file.

A waiver of the external review process may be granted by the President when such a process is operationally not feasible for a particular set of academic titles and ranks.

(2) Evaluation and recommendation by the tenure advisory committee.

The tenure advisory committee shall review and evaluate the candidate for tenure, based on the information in his or her file including external peer reviews. The committee shall make a decision with respect to its tenure recommendation by a majority vote and the names of those for and against shall be recorded. The committee will support this decision with a letter to the department head or supervisor, and shall include in that letter a report of the committee vote by name along with appropriate summaries and interpretations of the documents, and may include both majority and minority views, if any, on which their decision was made. The letter is to be prepared by the chair of the committee, presenting the committee's decision, and is to be signed by the committee, and sent to the department head or supervisor prior to December 1, except that for third-year appointees the date is October 26 (see Table 405.1.4). Minority positions, if any, may be documented in separate letters. **A copy of the tenure advisory committee's letter shall be sent to the candidate and placed in his or her file.**

(3) Evaluation and recommendation by the department head or supervisor.

After reviewing the tenure advisory committee's recommendation, the department head or supervisor shall prepare a separate report. The reports of the department head or supervisor and the tenure advisory committee shall be transmitted to the director (where applicable), dean, or vice president by December 15, except that for third-year appointees the date is November 10 (see Table 405.1.4). **A copy of the department head or supervisor's letter shall be provided to the tenure advisory committee, sent to the candidates, and placed in his or her file.**

(4) Evaluation and recommendation by the director (where applicable), dean, or vice president.

PRPC Attachment 6

Procedures Pertaining to Decisions of Tenure Advisory Committees, Dept. Heads and Deans

The director (where applicable), dean, or vice president will send his or her own recommendation, the department head's recommendation, and the tenure advisory committee's recommendation to the provost on or before January 11, except that for third-year appointees the date is November 20 (see Table 405.1.4). **A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the tenure advisory committee and the candidate and placed in his or her file.**

PRPC Attachment 7
Reasons for Non-renewal

407.7 NONRENEWAL

7.1 Definition of NonRenewal

Nonrenewal is the ending of employment of tenure-eligible or term appointment faculty, other than by dismissal (policy 407.2.1(5)) or by termination (policy 406.2.3(2)). When nonrenewal occurs at the end of the pretenure probationary period for tenure-eligible faculty (policy 405.1.4), it is a denial of tenure.

7.2 Reasons for NonRenewal

There are only three reasons for nonrenewal: **cessation of extramural funding**, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure. A denial of tenure shall be based upon tenure advisory committee review (policy 405.7.2). Nonrenewal prior to the end of the pre-tenure probationary period for tenure eligible faculty is an administrative decision of the department head, director, dean, or vice president and must be approved by the Provost and President. Nonrenewal prior to the end of the pre-tenure probationary period may be based on tenure advisory committee review (policy 405.6.2(1)). Tenure-eligible and term appointment faculty members may not have their appointments nonrenewed for reasons which violate their academic freedom or legal rights.

Qualifier proposed by PRPC:

There are only three reasons for nonrenewal: cessation of extramural funding *that is required for a substantial portion of the salary support of the faculty member*, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure.

PRPC Attachment 8
Extension of the Pre-Tenure Probationary Period

405.1.4 Pre-Tenure Probationary Period

(3) Leaves of absence.

An academic year(s) in which leave without pay is taken will not count as part of the faculty member's pre-tenure probationary period. When a tenure-eligible faculty member is on any leave of absence with pay for one or more semesters in an academic year, upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president, the Provost may approve a ~~hiatus~~ *an extension* from the faculty member's pre-tenure probationary *period* in cases such as, but not limited to, Family and Medical Leave, Sick Leave, Military Leave, and Jury and Witness leave.

(4) Extension of Pre-Tenure Probationary Period.

Even if a leave of absence is not taken, at any time during the tenure process a tenure eligible faculty member can request an extension of the pre-tenure probationary period for one year for reasons including, but not limited to, medical needs of the faculty member or a family member or family responsibilities (including birth of a child or adoption). This extension may be requested up to two times, so long as the total pre-tenure probationary period does not exceed nine years. Upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president, the Provost may approve an extension of the faculty member's pre-tenure probationary period. During the year in which the pre-tenure probationary period extension is granted, faculty responsibilities may be negotiated. When the faculty member that has extended the pre-tenure probationary period goes forward for tenure, research expectations will be no greater than if the tenure extension had not been utilized.

(4 5) Award of tenure in lieu of pre-tenure probationary service.

When substantial justification is provided by a faculty member's tenure advisory committee, department head or supervisor, director (where applicable), and dean, or vice president, the President may recommend the granting of tenure to a faculty member at any time.

PRPC Attachment 9
Schedule for Notification of Non-Renewal

407.7 NONRENEWAL

7.3 Notice of NonRenewal

(2) Notification schedule.

For tenure-eligible faculty appointments non-renewal must first be preceded by the following minimum notice (Table 407.7.3): (a) not later than March 1 for first-year and second-year appointees; (b) not later than December 15 for third-year appointees; (c) no later than January 29 prior to the issuance of a terminal year appointment for fourth-year and fifth-year appointees, except in the case of denial of tenure (see Section 407.7.1), where minimum notice shall be not later than April 15.