2011 PROPOSED HANDBOOK REVISIONS
SIDE-BY-SIDE TEMPLATES WITH RATIONALE FOR CHANGES

KEY

New text appears in blue and is underlined.
Deleted text also appears in blue with strike-through.

Revisions proposed by the Faculty Handbook Revision Committee (FH Committee).
Revisions proposed by committee chaired by Brian Walther, Office of the University Counsel (BW Committee).

Right Side: Handbook as it would appear if the changes on the left side are approved.

Rationale for Changes usually appears at bottom of page/end of revision template in Bold.
In some instances, rationales interspersed in text also appear in Bold distinct from revision text.
# 1.2.5 Faculty Participation in the Selection of Certain Members of the Central Administration

## 2009 Handbook with FH Committee Revisions

The faculty plays a vital role in the appointment and reappointment of senior academic administrators and other leadership positions related to the academic mission of the university.

The Board of Visitors provides for participation on presidential search committees by faculty who are elected by the General Faculty. The search and selection process must include opportunities for the General Faculty to meet with candidates who are finalists for the presidency. The Board of Visitors also provides for participation by faculty members, elected by the General Faculty, in the process of presidential reappointments or contract extensions. This process will include an opportunity for the General Faculty to meet with the President to discuss his or her achievements and future plans for the university.

The President provides for faculty participation on search and reappointment committees for the Provost by faculty who are elected by the General Faculty. The search and selection process must include opportunities for the General Faculty to meet with the Provost or with candidates who are finalists for the Provost position.

The Provost provides for participation on search and reappointment committees for college, school, or institute deans and directors by faculty who are elected from and by the faculty of the college, school, or institute in which the appointment will occur. The search and selection process must include opportunities for the college, school, or institute faculty to meet with the dean/director or with candidates who are finalists for the position.

The Faculty Senate will assist in conducting elections by the General Faculty.

## 2011 Revision

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The Faculty Senate will assist in conducting elections by the General Faculty.

## RATIONALE

Clarifies the role of the General Faculty in process of considering a sitting president for reappointment and/or an extension of the term of his or her employment contract.

Clarifies that faculty must have the opportunity to meet with administrators who are considered for reappointment as well as with finalist candidates for the position.
1.3.1 The General Faculty

2009 Handbook Text with FH Committee Revision

The General Faculty participates in governance at the university level. All members of the University community may attend meetings of the General Faculty and participate in the debate of matters that come before it. The voting membership of the General Faculty consists of all faculty who have full-time instructional tenured or tenure-track appointments or who have full-time term instructional, research, or clinical appointments. This terminology replaces such previous terms as “probationary”, “contract”, or “restricted” appointments.

Without relinquishing the generality of its powers, the General Faculty delegates by Charter to the Faculty Senate the responsibility for governance at the university level. Only those faculty who have instructional appointments – tenured, tenure-track, term, or adjunct – may be elected to the Faculty Senate.

The General Faculty is required to meet at least once each semester. Meetings are scheduled by the President of the University, who serves as presiding officer. Additional meetings may be scheduled at the President's discretion. If at least 10% of the voting membership petitions for a called meeting of the General Faculty, the President is obliged to schedule it within thirty days, or within ten days if the purpose of the call is to modify the authority the General Faculty has granted the Faculty Senate, or to reverse specific decisions of the Senate, or to amend the Senate charter.

2011 Revision

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RATIONALE

Clarifies that voting members of General Faculty must be full-time.
1.3.6 Definitions of Local Academic Units (LAU) and Primary Affiliation

2009 Handbook with BW Committee Revisions part 1 of 2

The term "local academic unit" refers to an academic department or to an academic institute, school, or college without departments. In this Handbook the chief administrative officers of local academic units are generically called "local unit administrators."

Although a faculty member's tenure resides in the University as a whole (see Section 2.1.1), in recognition of disciplinary qualifications and for purposes of governance, tenure-track and tenured faculty are appointed directly and specifically to one or more local academic units. Term faculty are also appointed directly and specifically to one or more local academic units. The status established by such an appointment to a local academic unit is called "primary affiliation." Primary affiliation in one local academic unit does not preclude the possibility of additional part-time or full-time assignments to other local academic units. An appointment to primary affiliation requires the concurrence of the faculty of the local academic unit to which the appointment is to be made and may not be transferred from one local academic unit to another except with the concurrence of the faculty of the unit to which a transfer is proposed.

It is to these local academic units that faculty are directly and specifically appointed to primary affiliation (see HUSection 2.1.6UH) The local level of governance is the most important in the University for the faculty's direct exercise of professional and peer judgment. Faculties of local academic units actively participate in decision-making about academic matters, matters of faculty status, and organizational and institutional change. They have primary responsibility for such academic matters as unit reorganization, the design of programs, development and alteration of the curriculum, standards for admission to programs, and requirements in the major. They play a primary role in such matters of faculty status as the recruitment and initial appointment of new faculty; the reappointment, promotion, tenure, and post-tenure review of members; and in the case of departments, the selection of the department chair.

RATIONALE

Renumbering: move all of 2.1.6 to be incorporated with 1.3.6.
Reorganize 1.3.6 into definition of LAU and Primary Affiliation.

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2011 Revisions part 1 of 2

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(continued)
1.3.6 Definitions of Local Academic Units (LAU) and Primary Affiliation

Although tenure is considered to reside in the University as a whole, in recognition of disciplinary qualifications and for purposes of governance, all tenured and tenure-track faculty are appointed to primary affiliation in one or more local academic units. The primary affiliation of tenured and tenure-track faculty in any local academic unit does not preclude their part-time or full-time activity in other units of the University.

In this Handbook, the chief administrative officers of local academic units are generically called "local unit administrators." (moved to first paragraph)

Although a faculty member's tenure resides in the University as a whole (see HUSection 2.1.1UH), tenure-track and tenured faculty are appointed directly and specifically to one or more local academic units. Term faculty are also appointed directly and specifically to one or more local academic units. The status established by such an appointment to a local academic unit is called "primary affiliation." Primary affiliation in one local academic unit does not preclude the possibility of additional assignments to other local academic units. An appointment to primary affiliation requires the concurrence of the faculty of the local academic unit to which the appointment is to be made and may not be transferred from one local academic unit to another except with the concurrence of the faculty of the unit to which a transfer is proposed.
## 1.3.10 Centers

### 2009 Handbook with BW Committee Revisions

A center is a unit of the University intended to advance the University's mission of research and/or public service. Normally housed within a department, college/school or academic institute, a center does not develop or administer academic degree programs, nor does it possess instructional faculty appointed to primary affiliation with it. From time to time, centers with large grants or contracts may require the presence of research, clinical, and/or professional faculty whose affiliation with the center is coterminous with the life of the grant or contract. Faculty appointed to a center under externally funded grants or contracts may not receive tenure-track or tenured appointments through the center. A center is chartered for a specific period of time by the Provost on the recommendation of appropriate faculty and dean(s) or institute director(s). Renewal of a center's charter, when called for, is subject to favorable review of a center's performance and accomplishments. For information regarding center rechartering, see [www.gmu.edu/departments/provost/documents/recharter.doc](http://www.gmu.edu/departments/provost/documents/recharter.doc).

A center is administered by a director who is appointed for a fixed term by the local unit administrator of the unit within which the center is housed. Whenever possible, centers are expected to derive most of their operating budgets from a source or sources other than state appropriations.

### 2011 Revision

A center is a unit of the University intended to advance the University's mission of research and/or public service. Normally housed within a department, college/school or academic institute, a center does not develop or administer academic degree programs, nor does it possess instructional faculty appointed to primary affiliation with it. From time to time, centers with large grants or contracts may require the presence of research, clinical, and/or professional faculty whose affiliation with the center is coterminous with the life of the grant or contract. Faculty appointed to a center under externally funded grants or contracts may not receive tenure-track or tenured appointments through the center. A center is chartered for a specific period of time by the Provost on the recommendation of appropriate faculty and dean(s) or institute director(s). Renewal of a center's charter, when called for, is subject to favorable review of a center's performance and accomplishments.

A center is administered by a director who is appointed by the local unit administrator of the unit within which the center is housed. Whenever possible, centers are expected to derive most of their operating budgets from a source or sources other than state appropriations.

### RATIONALE

Remove URL.

Clarify that Center Director appointment need not only be for fixed term.
2.1.4 Part-Time Appointment

2009 Handbook with BW Committee Revisions

Term Faculty, who are appointed to less than full-time positions with the sole responsibility of covering the teaching and advising responsibilities associated with a specific course (or a set of specified courses), are called adjunct part-time faculty. Adjunct appointments are for the duration of the assigned course(s).

Faculty who are appointed to part-time positions with assignments that exceed those associated with adjunct faculty positions are known as part-time term faculty. Their assignments may include research, service, clinical practice, administrative program development, or instructional responsibilities that go beyond the boundaries of specific courses. Part-time term faculty positions are governed by the same appointment, rank, and title requirements as full-time term faculty positions.

However, the dean/director is the final approval level for part-time faculty appointments, and the maximum length of a part-time term faculty position is one year. Exceptions require the approval of the Provost.

Part-time faculty are not considered voting members of the General Faculty and are not covered by the provisions of this Handbook.

2.1.4 Part-Time Appointment

2011 Revision

Term faculty who are appointed to less than full-time positions are called part-time faculty.

Their assignments may include research, service, clinical practice, administrative program development, or instructional responsibilities that go beyond the boundaries of specific courses. Part-time term faculty positions are governed by the same appointment, rank, and title requirements as full-time term faculty positions.

The dean/director is the final approval level for part-time faculty appointments, and the maximum length of a part-time term faculty position is one year. Exceptions require the approval of the Provost.

Part-time faculty are not voting members of the General Faculty.

RATIONAL

Clarify definition of Part-Time Faculty, and separate out definition (to new section 2.1.4.5), to reflect reality of the breadth of existing part-time faculty positions.

Clarify that PT Faculty do not have voting rights but are otherwise governed by the Handbook.
2.1.4.5 Adjunct Faculty

proposed by BW Committee

Adjunct Faculty are employees appointed to fulfill the teaching and advising responsibilities associated with a specific course (or a set of specified courses) in a specific semester.

Adjunct Faculty are not voting members of the General Faculty and are not covered by the provisions of this Handbook.

RATIONAL
Insert New Adjunct Definition.
2.1.4.6 Postdoctoral Research Fellows

proposed by BW Committee

Postdoctoral Research Fellows are employees governed by the Postdoctoral Research Fellows Policy. Postdoctoral Research Fellows are not covered by the provisions of the Faculty Handbook.

RATIONALE
Insert New postdoctoral research fellow definition.
2.1.11 Academic Year Appointments and Fiscal Year Appointments

2011 Revision

Academic Year Appointments (9 Months)
The academic-year for instructional faculty on a 9-month appointment is the 9-month period from August 25 through May 24. This is the period during which instructional faculty are paid and benefits are earned. The Governor’s Consolidated Salary Authorization obligates instructional faculty on 9-month appointments to be available for work two weeks prior to the beginning of classes until two weeks after the end of classes. Benefits are available provided the appointment is for .5 FTE and more than 6 months*. Faculty on academic-year appointments who work less than the full 9-month period will be paid the appropriate percentage of their full 9-month salary. Faculty receive 15 days of sick leave for the fall and spring semesters. Summer employment is not covered by sick leave. There is no sick leave payout upon separation. Annual leave is not authorized for academic year appointments.

Fiscal Year Appointments (12 months)
Faculty who are required to perform duties year-round are placed on 12-month or fiscal year appointments. Faculty on fiscal year appointments who work less than the full 12-month period will be paid the appropriate percentage of the full 12-month salary.

RATIONALE
Renumbering: move section 2.1.7 to NEW 2.1.11.
Remove leave policies that are governed instead by HR policy.
Clarify language.

* .50 to .79 FTE are eligible for health insurance but must pay both the employer and employee cost of the premium.
** Faculty who select the Virginia Sickness & Disability Program (VSDP) receive their sick leave through this program. There is no sick leave payout upon separation in either the VSDP or the traditional sick leave plan.
2.1.12 Faculty with Governance Responsibilities

2009 Handbook with BW Committee Revision

Faculty possess governance responsibilities in local academic units in which they hold primary affiliation and in the larger units of which their local academic units are a part. Local academic units and collegiate units may also choose to extend voting rights to other faculty who are employed in those units. For purposes of participation in governance beyond the local and collegiate levels, the General Faculty is defined in Section 1.3.1.

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RATIONALE

Renumber section 2.1.8 to NEW 2.1.12.
2.2.8 Administrators Holding Faculty Rank

2009 Handbook with BW Committee Revisions

Each person appointed to an administrative/professional faculty position is assigned an academic rank. Initial appointment will normally be at the rank of Instructor. Individuals holding a terminal degree may be appointed at the rank of Assistant Professor. An academic unit and the Provost may together confer academic rank beyond Assistant Professor when appropriate. As exceptions, certain senior administrative positions will be assigned the rank of at least Associate Professor in keeping with the executive status of their position. Assignment of rank must be in accordance with The Commonwealth of Virginia’s Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education, 2001-2002. (The assignment of rank to administrative/professional faculty does not confer, nor does time assigned to administrative/professional duties contribute to, tenure.)

Instructional faculty who are appointed to administrative/professional faculty positions, if tenured, retain their tenured status while so serving.

If on a tenure-track appointment when appointed to an administrative/professional faculty position, a faculty member may continue on a tenure-track appointment while serving in that capacity. In such cases, the tenure clock may be stopped during the term of the administrative appointment if a formal request is made in accordance with the guidelines available on the Provost Office website at http://www.gmu.edu/departments/provost/geninfo.html. http://www.gmu.edu/departments/provost/documents/TenClock.doc

If on a term appointment, the faculty member has no automatic right to return to his or her previous instructional, research, or clinical faculty position.

2011 Revision

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Instructional faculty who are appointed to administrative/professional faculty positions, if tenured, retain their tenured status while so serving.

If on a term appointment, the faculty member has no automatic right to return to his or her previous instructional, research, or clinical faculty position.

RATIONALE:
Move language (regarding stopping the tenure clock) to new Section 2.7.3.4
Remove web reference.
2.3.3 Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty

2009 Handbook with BW Committee Revisions – part 1 of 4

Full-time instructional, research, or clinical faculty on fixed-term, non-tenure-track appointments are known as Term Faculty. At the discretion of the respective Dean or Director, and after appropriate faculty review, such faculty may be offered single-year or multi-year contracts that expire automatically at the end of the contract period. There is no guarantee or right to reappointment from one contract to the next, whether multi-year or single-year. If a multi-year appointment is offered to a faculty member whose position relies entirely or partially on non-state appropriated funding, then a multi-year contract may be established subject to the continuing availability of funding throughout the contract period.

Term Faculty appointments will be explicitly designated as such, and offer letters must clearly state the type and length of appointment, as well as the focus of the appointment, whether teaching, research, or clinical. Some specific administrative or service functions may be attached to the teaching, research, or clinical focus. Multi-year appointments must be made at the rank appropriate to the credentials of the individual. Initial appointments cannot exceed three years for Term Assistant Professors and five years for Term Associate Professors and Full Term Professors. Multi-year Term Faculty normally hold a terminal degree, as defined by standards in the discipline. Exceptions to either contract length or terminal degree requirements must be approved by the Provost.

A faculty member holding this type of appointment can subsequently be considered for a tenure-track appointment or a tenured appointment; however, prior service on a fixed-term externally funded appointment is not applied to consideration for tenure unless this is specified in the letter of appointment to tenure-track status.

A maximum of 35% of all Instructional Term Faculty may be on multi-year contracts and a maximum of 25% of all full-time Instructional Faculty may be Term Faculty.

(continued)
2.3.3 Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty

2009 Handbook with BW Committee Revisions – part 2 of 4

Criteria for reappointment will emphasize strong performance in areas designated in the initial contract letter. The reappointment process outlined below is not applicable for postdoctoral student appointments.

Single-year Contracts

Instructional, Research, and Clinical Term Faculty on single-year contracts will be evaluated annually for reappointment. The terms “reappoint” or “reappointment” in this Handbook mean offering a term faculty member an additional contract for an additional term or terms, which may include the same or different duties and responsibilities. Instructional Term Faculty will be notified in writing of the University’s decision to reappoint no later than 3 months prior to the last day of the term of their initial contracts, and no later than 5 months prior to the last day of the term of subsequent contracts. Research and Clinical Term Faculty will be notified in writing of the University’s decision to reappoint no later than 3 months prior to the last day of the term of their contracts. In the fifth year of five consecutive, single-year contracts, a Term Faculty member must be evaluated using the procedure outlined below for Term Faculty on multi-year contracts in the final year of their initial contracts, and must be notified in writing of the decision whether or not to reappoint. Term faculty on single-year contracts are eligible for promotion in rank following the criteria and timeline outlined below for term faculty on multi-year contracts.

Multi-year Contracts

Term Faculty on multi-year contracts will be evaluated for reappointment during the final year of their initial appointments.

(continued)
2.3.3 Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty

2009 Handbook with BW Committee Revisions – part 3 of 4

a. Based on that evaluation and programmatic needs, and after appropriate faculty review, the respective Dean or Director will recommend reappointment or non-reappointment whether or not to reappoint. For Instructional Term Faculty, this recommendation is due to the Provost by November 1st of the faculty member’s final year of the current, multi-year contract. For Research Term Faculty, this recommendation is due no later than five (5) months prior to the last day of the contract term. The Provost will make the final determination and advise Instructional Term Faculty members, in writing, no later than 5 months prior to the last day of the term of their contracts. The Provost will make the final determination and advise the Research Term Faculty members, in writing, no later than 3 months prior to the last day of the term of their contracts.

b. If the decision is made to reappoint, faculty at the assistant professor rank may receive a one, two or three-year reappointment. Term associate and full professors may be reappointed to contracts of up to five years.

c. In the Term Faculty member’s sixth year or thereafter, he or she may be (i) considered for promotion, normally to the rank of Term associate professor, and reappointment to a contract of up to five years or (ii) for reappointment to a contract of up to three years at his/her current rank. Candidates for promotion to associate professor must demonstrate at least high competence in the focus area (teaching, research, or clinical) by the standards developed locally and approved by the Provost. Candidates for promotion to full professor must demonstrate genuine excellence in the focus area (teaching, research, or clinical) by the standards developed locally and approved by the Provost. The recommendation for promotion is due to the Provost by November 1st of the faculty member’s final year of the current, multi-year contract.

(continued)
2.3.3 Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty – 2009 Handbook with BW Committee Revisions – part 4 of 4

d. By the end of fall semester of the final year of the current multi-year contract (no later than December 15th), the Provost will notify the Term Faculty member, in writing, of a decision to recommend promotion or reappointment at the current rank.

e. Term Faculty who are promoted will be announced to the Board of Visitors and may be appointed to a contract of up to five years at their new rank.

f. Term Associate Professors will be evaluated for reappointment to additional contracts in the final year of each contract, following the same time frame and procedures outlined above. They may also be considered for promotion to Term Full Professors.

g. Both the University and the Term Faculty member retain the option to request a change from a multi-year contract to a single-year contract. This action must be endorsed by the respective Dean/Director and approved by the Provost.

h. Term faculty cannot move to a tenure-track position without prior approval of the Provost and after appropriate faculty review. Normally this must involve a search process.

i. Tenure-track faculty cannot move to a term position without prior approval of the Provost and appropriate faculty review. This procedure will only be considered in exceptional circumstances and normally would involve a search process.

2.3.3 Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty – 2011 Revisions - part 4 of 4

d. By the end of fall semester of the final year of the current multi-year contract (no later than December 15th), the Provost will notify the Term Faculty member, in writing, of a decision to recommend promotion or reappointment at the current rank.

e. Term Faculty who are promoted will be announced to the Board of Visitors and may be appointed to a contract of up to five years at their new rank.

f. Term Associate Professors will be evaluated for reappointment to additional contracts in the final year of each contract, following the same time frame and procedures outlined above. They may also be considered for promotion to Term Full Professors.

g. Both the University and the Term Faculty member retain the option to request a change from a multi-year contract to a single-year contract. This action must be endorsed by the respective Dean/Director and approved by the Provost.

h. Term faculty cannot move to a tenure-track position without prior approval of the Provost and after appropriate faculty review. Normally this must involve a search process.

i. Tenure-track faculty cannot move to a term position without prior approval of the Provost and appropriate faculty review. This procedure will only be considered in exceptional circumstances and normally would involve a search process.

RATIONALE:

Remove reference to postdoctoral research fellows (they are not covered by FH by definition).
Revise the timeline for notification to be given to term faculty, in advance of issuing a new contract.
Add definition of “reappointment” and “reappoint”.
Recommendations on matters of faculty status (e.g., initial appointment, renewal, promotion, the conferral of tenure, and termination) are in large measure a faculty responsibility. The faculty's role in these personnel actions is based upon the essentiality of its judgment to sound educational policy, and upon the fact that scholars in a particular field have the chief competence for judging the work of their colleagues. An additional reason for the faculty's role in these matters is the general competence of experienced faculty personnel committees with a broader charge that encompasses the evaluation of teaching and service. Implicit in such competence is the acknowledgment that responsibility exists for both adverse and favorable judgments.

Recommendations in these matters originate through faculty action in accordance with established procedures; are reviewed by senior academic administrators; and presented to the Board for final approval. The administration should overturn faculty personnel recommendations rarely, and only when it is clear that peer faculty have not applied high standards, or when the University's long-term programmatic needs are an overriding consideration. Only in extraordinary circumstances and for clear and compelling reasons should administrators substitute their own judgment of the value of scholarly accomplishments for judgments made by professionals in the discipline. In such cases both the candidate and the faculty bodies participating in the decision-making process are entitled to know the reasons administrators give to the President in recommending that faculty judgment be overturned.

Candidates for reappointment, promotion and tenure will be evaluated in light of the missions of the University which are teaching, research and scholarship, both theoretical and applied, and service (as defined in Section 2.4.3). Peer review plays a central role in the evaluation of individual achievement in each of these areas. Although candidates are not expected to have equal levels of commitment or equal responsibilities in each of these areas, high competence is expected. Genuine excellence must be exhibited in the areas of teaching or research and scholarship and high competence must be exhibited in both. The primary consideration in the evaluation of the candidate’s achievements will be the extent to which these continue to improve the academic quality of the University.

(continued)
2.4 Criteria for Evaluation of Tenured and Tenure-Track Faculty

2009 Handbook with FH Committee Revisions – part 2 of 2

Levels of expectation will vary with the type of decision. While tenure-track appointments will, to some extent, recognize perceived potential rather than achievement, appointment without term or promotion in rank will be based on achievement rather than potential. Appointment without term should leave no doubt about the candidate's value to the University over an extended period.

As defined above, candidates need to exhibit levels of competence and excellence in teaching, research and scholarship, and service. In addition, candidates for tenure and promotion to the rank of associate professor must provide evidence that their contributions in their area(s) of genuine excellence have had some significant impact beyond the boundaries of this University. If the primary strength is teaching, there should be evidence that the candidate's contributions have influence beyond the immediate classroom; if in theoretical or applied research and scholarship, there should be evidence that the candidate's contributions have significant influence on colleagues at other institutions in this country, and where applicable, abroad.

Candidates seeking promotion to the rank of full professor must maintain high competence in teaching, research and scholarship, and service while also maintaining genuine excellence in teaching and/or research and scholarship. In addition, evidence of significant impact beyond the boundaries of the University must be much more substantial than in cases involving tenure or promotion to the rank of associate professor. Clear and convincing evidence must be provided of an established external reputation in the primary field, based on consequential achievements in teaching, research and scholarship, or professional activities directly related to teaching and research and scholarship.

In addition, evaluation for promotion or tenure should consider the candidate's adherence to professional ethics (see Section 2.10.2). Only the criteria described in this handbook can be used in evaluations of instructional, research, and clinical faculty.

RATIONAL:
Moved to section 2.7.3 a., which details the procedures for promotion and tenure.
2.7.2 Procedures for Reappointment (Contract Renewal)*

2009 Handbook with BW Committee Revisions – part 1 of 2

Faculty in tenure-track positions receive an initial three-year appointments and are normally on a cycle of two three-year appointments. The terms “renew” or “renewal” in this Handbook mean offering a tenure-track faculty member an additional contract for an additional term or terms, which may include the same or different duties and responsibilities. Tenure-track faculty will be evaluated for renewal using the following procedure:

a. Tenure-track faculty will be evaluated during the third year of their initial appointments, and the Dean/Director will submit a recommendation for renewal or non-renewal to the Provost by March 15th.

b. Based on these evaluations, the Provost will act on the recommendation for renewal or non-renewal by April 15th.

c. Faculty members will be advised of their renewals or non-renewals by May 1st of the third year of their initial appointments. Faculty members receive their renewal contracts no later than May 24th of the evaluation year.

d. If the decision is for renewal, then the faculty member’s contract normally will be renewed for three years, and the next full evaluation will be for tenure consideration will receive an appointment for a three-year renewal by May 24th of the evaluation year. (See below for exceptions to this procedure). Under exceptional circumstances, a faculty member may be renewed for only one year, in which case another evaluation will be conducted the following year. Renewal of a contract resulting from the evaluation in the fourth year of service will be for two years, and the next full evaluation will be for tenure consideration.

2.7.2 Procedures for Renewal

2011 Revisions – part 1 of 2

Faculty in tenure-track positions receive an initial three-year appointment. The terms “renew” or “renewal” in this Handbook mean offering a tenure-track faculty member an additional contract for an additional term or terms, which may include the same or different duties and responsibilities. Tenure-track faculty will be evaluated for renewal using the following procedure:

a. Tenure-track faculty will be evaluated during the third year of their initial appointment, and the Dean/Director will submit a recommendation for renewal or non-renewal to the Provost by March 15th. Based on this evaluation, the Provost will act on the recommendation for renewal or non-renewal by April 15th. Faculty members will be advised of their renewals or non-renewals by May 1st of the third year of their initial appointments. Faculty members receive their renewal contracts no later than May 24th of the evaluation year.

b. If the decision is for renewal, then the faculty member’s contract normally will be renewed for three years, and the next full evaluation will be for tenure consideration. Under exceptional circumstances, a faculty member may be renewed for only one year, in which case another evaluation will be conducted the following year. Renewal of a contract resulting from the evaluation in the fourth year of service will be for two years, and the next full evaluation will be for tenure consideration.

(continued)
2.7.2 Procedures for Reappointment (Contract Renewal)*

2009 Handbook with BW Committee Revisions – part 2 of 2

**c.** If the decision reached is for non-renewal, the faculty member will receive a terminal, one-year term appointment following the completion of the initial three-year tenure-track appointment, contingent on the faculty member having submitted an appropriate and timely portfolio of materials for the purpose of seeking tenure-track contract renewal.

When a faculty member receives a three-year renewal, the next full evaluation will be for tenure consideration. Under exceptional circumstances, a faculty member may be renewed for only one year, with another evaluation conducted the following year. Renewal of a contract resulting from the evaluation in the fourth year of service will be for two years. In the event of non-renewal at any stage of this process, the faculty member will receive a terminal, one-year term appointment following the decision for non-renewal assuming that an appropriate and timely portfolio of supporting materials has been submitted contingent on the faculty member having submitted an appropriate and timely portfolio of materials for the purpose of seeking tenure-track contract renewal. If a faculty member chooses not to be evaluated, his or her contract will end on the last day of the term of her or his current contract.

**d.** If a faculty member is not renewed, the appeal procedure outlined in the Faculty Handbook Section 2.8 may be used.

*The terms “reappointment” and “renewal” are used interchangeably throughout the Faculty Handbook.*

**RATIONALE:**

Add definition of “renew” and “renewal.”

Clarify language regarding tenure track review.

Make clear that if faculty member chooses no evaluation, contract will end at the end of that term.
### [New Section] 2.7.3.4 Tenure Clock Extension for Administrative/Professional Faculty

proposed by BW Committee

Tenure-track faculty members who are appointed to an administrative/professional faculty position may continue on their tenure-track appointment while serving in that capacity. The tenure-track faculty member may request that the tenure clock be stopped during the term of the administrative appointment. Such request must be made to the Office of the Provost.

### 2.7.3.4 Tenure Clock Extension for Administrative/Professional Faculty

**2011 Revision**

Tenure-track faculty members who are appointed to an administrative/professional faculty position may continue on their tenure-track appointment while serving in that capacity. The tenure-track faculty member may request that the tenure clock be stopped during the term of the administrative appointment. Such request must be made to the Office of the Provost.

### RATIONALE

Transfer language from 2.2.8 to create NEW section 2.7.3.4 on tenure-clock extension process for administrative/professional faculty.
2.7.5 Procedure for Reconsideration

2009 Handbook with FH Committee Revisions

1. On or before May 15 during the first day of classes of the fall semester following the sixth year of a tenure-track appointment, a candidate seeking reconsideration on the basis of new evidence must submit to the local unit administrator a written petition—request for reconsideration, outlining presenting the new evidence and attaching documentation of it.

2. Within seven days, the local unit administrator recipient of the petition submits the petition, along with documentation of the all new evidence, and the entire original dossier to the lowest level at which a negative recommendation was made. At that level and each subsequent level outlined in Section 2.7.3, the new evidence is evaluated by the designated bodies as they are constituted at the time of the reconsideration, and by the individuals holding the relevant administrative positions at the time of the reconsideration. At each level, a recommendation on the basis of all new evidence should be completed within fourteen calendar days and forwarded to the next level. Those participating in the reconsideration at any level, whether or not they participated in the original decision, must judge whether the new evidence sufficiently remedies the weaknesses in the candidate's record cited by those who made the original negative recommendation to warrant its reversal. The President will inform the candidate in writing of the decision. If the President's decision is positive, the tenure recommendation is submitted to the Board of Visitors for final action.

3. At each level of review, including the President’s, if the reconsideration decision is negative, a clear, written justification is sent concurrently to the petitioner and the next level of review. Candidates may file an appeal under the terms of Section 2.8. Appeals by candidates who are unsuccessful in their petition for reconsideration must be filed by November September 1 of that year, or within seven days of receipt of the President's decision on the reconsideration, whichever is later.

RATIONALE

Change dates to make reconsideration and appeal process more efficient.

Provides for timely notification of negative decisions.

2011 Revision

1. On or before May 15 during the sixth year of a tenure-track appointment, a candidate seeking reconsideration on the basis of new evidence must submit to the local unit administrator a written request for reconsideration, presenting the new evidence and attaching documentation of it.

2. Within seven days, the local unit administrator submits the petition, all new evidence, and the entire original dossier to the lowest level at which a negative recommendation was made. At that level and each subsequent level outlined in Section 2.7.3, the new evidence is evaluated by the designated bodies as they are constituted at the time of the reconsideration, and by the individuals holding the relevant administrative positions at the time of the reconsideration. At each level, a recommendation on the basis of all new evidence should be completed within fourteen calendar days and forwarded to the next level. Those participating in the reconsideration at any level, whether or not they participated in the original decision, must judge whether the new evidence sufficiently remedies the weaknesses in the candidate's record cited by those who made the original negative recommendation to warrant its reversal. The President will inform the candidate in writing of the decision. If the President's decision is positive, the tenure recommendation is submitted to the Board of Visitors for final action.

3. At each level of review, including the President’s, if the reconsideration decision is negative, a clear, written justification is sent concurrently to the petitioner and the next level of review. Candidates may file an appeal under the terms of Section 2.8. Appeals by candidates who are unsuccessful in their petition for reconsideration must be filed by November September 1 of that year, or within seven days of receipt of the President's decision on the reconsideration, whichever is later.
2.8 **Criteria for Appeal Procedure for of Negative Decisions in Reappointment, Renewal, Promotion, and Tenure Cases**

2009 Handbook with FH Committee revisions to the section title and BW Committee revisions

The University recognizes the need for an appeal procedure for faculty who fail to gain reappointment, renewal, promotion, and/or tenure. The appeal must be based on one or more of the following reasons:
1. material procedural irregularity; 2. violation of federal or state law or university policy; 3. inadequate or faulty consideration of evidence. The intent of the appeal procedure is to provide fair and competent review of the petition. Any material included in a reconsideration process (see Sections 2.7.4 and 2.7.5) will be made available for the appeal process.

The decision whether to appoint or reappoint a Term Faculty member may not be appealed.

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**RATIONALE**

Clarify that appeal process for renewal does not apply to term faculty appointments.

Fix incorrect reference to “reappointment.”

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2.8 **Criteria for Appeal of Negative Decisions in Renewal, Promotion, and Tenure Cases**

**2011 Revision**

The University recognizes the need for an appeal procedure for faculty who fail to gain renewal, promotion, and/or tenure. The appeal must be based on one or more of the following reasons:
1. material procedural irregularity; 2. violation of federal or state law or university policy; 3. inadequate or faulty consideration of evidence.

The intent of the appeal procedure is to provide fair and competent review of the petition. Any material included in a reconsideration process (see Sections 2.7.4 and 2.7.5) will be made available for the appeal process.

The decision whether to appoint or reappoint a Term Faculty member may not be appealed.
The petition for appeal should be filed as early as possible and no later than September 1 with the chair of the Faculty Senate and the Provost. The chair of the Senate, no later than October 1, forms an appeal board for the case based on procedures outlined below.

The appeal board will include three tenured members of the faculty, none of whom participated in the original decision. The petitioner selects one appeal board member, who must be a tenured academic administrator that is at the level of department chair or above. The Provost selects a full-time faculty member who is not an academic administrator. These two appeal board members then select a third member, from among the faculty, who becomes the chair. The names of the three board members are not revealed until all have been chosen.

In any appeal alleging discrimination in violation of federal or state law or University regulations, the appeal board must consult and be advised by the Office of Equity and Diversity Services.

The appeal board has the authority to require the submission of sufficient evidence to determine if the allegation appears to have merit. The board must decide upon this issue by majority vote before proceeding with a consideration of the case. The burden of proof rests with the petitioner. At the conclusion of its deliberations, the appeal board will simultaneously forward its report to the President, the chair of the Faculty Senate, and the petitioner.

If the appeal board unanimously supports the administration, then its report is forwarded simultaneously to the President, the chair of the Faculty Senate, and the principals in the appeal. The President makes the final decision in the case and simultaneously notifies the chair of the Faculty Senate and the petitioner.

**RATIONALE**

Provides for timely notification to all parties.
2.8.1 Appeal Board- - 2009 Handbook with FH Committee Revisions – part 2 of 2

If the appeal board unanimously supports the petitioner, or if the appeal board is not unanimous, the appeal and the appeal board’s report are submitted to the President for his or her reconsideration. If the President's decision does not change in favor of the petitioner, then the petitioner may present the case to the Chair of the Academic Standards, Diversity, and University Community Committee of the Board of Visitors. The chair of this Committee, after reviewing the written record of the case, will within twenty-one days do one of the following:

a. deny the appeal for lack of merit; the chair must report a summary of the decision as a matter of information to the Committee at its next regularly scheduled meeting; the Committee may decide to take up the case if it wishes.

b. find that there appears to be merit in the appeal, and remand it to the appropriate level(s) within the University for reconsideration, giving specific instructions as to how the problems cited in the appeal should be addressed.

c. bring the case to the Academic Standards, Diversity, and University Community Committee of the Board of Visitors, which can take option (a) or (b) above, or can submit the case to the full Board of Visitors.

The decision of the Chair of the Board's Academic Standards, Diversity, and University Community Committee, of the full Committee, or of the full Board, will be transmitted in writing to the President, the chair of the Faculty Senate, and the petitioner, and is final.

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RATIONALE

Provides for all possible outcomes of appeal board vote.

2.8.1 Appeal Board- - 2011 Revision – part 2 of 2

If the appeal board unanimously supports the petitioner, or if the appeal board is not unanimous, the appeal and the appeal board’s report are submitted to the President for his or her reconsideration. If the President's decision does not change in favor of the petitioner, then the petitioner may present the case to the Chair of the Academic Standards, Diversity, and University Community Committee of the Board of Visitors. The chair of this Committee, after reviewing the written record of the case, will within twenty-one days do one of the following:

a. deny the appeal for lack of merit; the chair must report a summary of the decision as a matter of information to the Committee at its next regularly scheduled meeting; the Committee may decide to take up the case if it wishes.

b. find that there appears to be merit in the appeal, and remand it to the appropriate level(s) within the University for reconsideration, giving specific instructions as to how the problems cited in the appeal should be addressed.

c. bring the case to the Academic Standards, Diversity, and University Community Committee of the Board of Visitors, which can take option (a) or (b) above, or can submit the case to the full Board of Visitors.

The decision of the Chair of the Board's Academic Standards, Diversity, and University Community Committee, of the full Committee, or of the full Board, will be transmitted in writing to the President, the chair of the Faculty Senate, and the petitioner, and is final.