

## FACULTY PERSONNEL COMMITTEE

Proposed change to the *Faculty Handbook*

Chapter 3, Section P, p. 17

Chapter 5, Section A.1, p. 1

### **Action: To include a Promotion Narrative when being evaluated for Promotion to Full Professor**

#### **Background and rationale:**

The Faculty Personnel Committee consults a variety of items in the faculty review process. The Committee has found the current collected material, however, does not always fully reflect faculty work when being considered for promotion to Full Professor. Therefore the Committee is proposing an additional narrative be included, which we propose to call the Promotion Narrative. The Committee believes this will give candidates the opportunity to showcase their work as a multi-faceted faculty member in a way that is not easy to capture given the three-year time-frame and structure of the Self-Report form. Similar to the Tenure Narrative, the Promotion Narrative would give a bigger view of the Associate years as it allows and encourages people to reflect on what they have done and where they are going in a more robust and holistic way. We believe providing this information will benefit faculty being evaluated in that it will provide a new opportunity for making the strongest possible case for promotion.

Additional details including suggested guidelines for the Promotion Narrative as well as answers to Frequently Asked Questions are available on Blackboard. Please see the “Documents” folder in the Blackboard Organization called Faculty Personnel Committee Policy Discussions.

The Promotion Narrative would be described in two places in the Faculty Handbook. The changes are shown using underlines (new) and strikethrough (delete).

#### **Chapter III – p. 18**

##### P. Faculty Personnel Files

#### **Proposed changes:**

The following items will be considered part of the Faculty Personnel Committee evaluation files (a) a self-report; (b) the tenure narrative; (c) the promotion narrative; ~~(e)~~(d) reviews by peers; ~~(d)~~ (e) a curriculum vitae; ~~(e)~~ (f) course syllabi; ~~(f)~~ (g) course evaluations; ~~(g)~~ (h) reports of peer teaching observation reviews and responses to the reports; and ~~(h)~~ (i) copies of or links to products of scholarly or creative work (journal articles, books, performances, etc.). The Faculty Personnel Committee may add other relevant material. The curriculum vitae ~~(item d)~~ (item e) and course syllabi ~~(item e)~~ (item f) are not confidential and may be provided to others at the

Provost's discretion. Items (a), (b), (c), ~~(d)~~, (e), ~~and (h)~~ (f), and (i) will be made available to peer evaluators. Student boards will be provided with the first section of item (a).

## **Chapter V – p. 1**

### **A. Evaluation of Faculty Members**

#### **1. Evaluation by Colleagues and Student Members of Departmental Boards**

#### **Proposed changes:**

Candidates for tenure are asked to submit a cumulative self-report covering the entire probationary period, generally taking the form of a current vita and a cumulative narrative summary. This tenure narrative will be made available to all peer evaluators. (No change)

Candidates for promotion to Full Professor are asked to submit a promotion narrative. In the promotion narrative faculty should discuss accomplishments since promotion to Associate Professor as well as future teaching, scholarship, and service plans upon reaching the rank of Full Professor. This promotion narrative will be made available to all peer evaluators. (New paragraph)

Peer evaluators are asked to complete rating sheets that are called peer evaluations. (No change. Included to show placement of the new paragraph.)

**AGENDA: April 15, 2019**



