

**University Faculty Affairs Committee**

**Minutes: March 24, 2016**

**Woodard 223: 10am**

**Committee members in attendance:** Eric Gable (Chair; CAS); Louis Martinette (COB); Angela Pitts (CAS); Hilary Stebbins (Secretary; CAS)

1. The College of Business (COB) asked that UFAC review small wording changes they would like to make in the Faculty Handbook regarding tenure and promotion. The committee reviewed this and made the following small recommendations:

- a. Section J.4.2 concerns soliciting letters of recommendation for COB faculty to include in their tenure file. It currently reads as follows: *Also by May 1, candidates for promotion shall submit to their department chair a list from which to solicit letters of recommendation. [This list shall include, but not be limited to, all tenured faculty in the department, and three to five individuals who are faculty or professionals outside the College of Business.] It is the department chair's responsibility to solicit a written evaluation and recommendation for or against tenure or a written statement of abstention from each tenured member of the candidate's department. In addition, the chair will solicit letters from other individuals on the candidates list, including faculty or professionals outside the College of Business.*

The concern from COB is that due to the size of their department there is often overlap in those expected to write letters and those on the promotion and tenure committee and if those who are on P&T recuse themselves from writing a letter due to conflict of interest then there are very few people in COB to write letters for the file. To address this they proposed the following changes: *Also by May 1, candidates for promotion shall submit to their department chair a list from which to solicit letters of recommendation. This list shall include three to five individuals who are faculty or professionals outside the College of Business. Upon request by the candidate, the chair will solicit letters from other individuals on the candidates list, including faculty or professionals outside the College of Business.*

UFAC agrees with the rationale for this change but found the wording slightly unclear and confusing and suggests the following clarification: *Also by May 1, candidates for promotion shall submit to their department chair a list from which to solicit letters of recommendation. This list may not include members of the P and T committee but can include other members of the faculty of CoB. It should also include three to five individuals who are faculty or professionals outside the CoB.*

- b. Section J.4.11 discusses the appeals process for tenure. The current language is as follows: *In each instance when an appeal is requested, the dean shall, within one working week, establish a Tenure Appeal Advisory Committee (TAAC) which shall be composed of one member of the COB Faculty Organization and Welfare Committee selected by the committee, one member appointed by the dean, one member appointed by the Provost, and one member appointed by the appellant. No person on the TAAC, other than the person selected by the appellant, should be a faculty member who has written a letter of recommendation for the candidate's promotion and/or tenure file. In the event of multiple appeals, the three members appointed respectively by the Faculty Affairs Committee, the dean, and the Provost shall serve on each appeal committee; the member selected by the appellant shall serve only on the committee reviewing the appeal of his selector. All members serving on the TAAC(s) shall be tenured.*

COB changed this to J.4.12 and this section reads as follows in their proposal: *In each instance when an appeal is requested, the dean shall, within one working week, establish a Tenure Appeal*

*Advisory Committee (TAAC). All members serving on the TAAC shall be full-time faculty members of the University and have at least the aspirant rank of the appellant. Members of the committee shall be selected as follows:*

- 1. One member appointed by the appellant.*
- 2. One member, who shall be from the College of Business and be tenured, appointed by the Promotion and Tenure Committee.*
- 3. One member appointed by the Dean.*
- 4. One member appointed by the Provost.*

*No person on the TAAC, with the possible exception of the person selected by the appellant, should be a faculty member who has written a letter of recommendation for the candidate's promotion and/or tenure file. In the event of multiple appeals, the three members appointed respectively to the P&T committee, the dean and the Provost shall serve on each appeal committee; the member selected by the appellant shall serve only on the committee reviewing the appeal of his or her selector.*

UFAC was concerned about this language because 1) it seems that there would be a conflict of interest to have the promotion and tenure committee (who denied a tenure request) pick a person to be on the appeals committee and 2) the committee would lack a member of either University or College level Faculty Affairs Committee, which are included for CAS and COE appeals. We recommended to replace the member appointed by the P&T committee with someone who serves on UFAC (potentially the business representative or, if that person is ineligible, a different UFAC member).

Eric volunteered to summarize our recommendations and circulate them to business via e-mail.

2. We briefly revisited our discussion regarding recommending small changes to language regarding student evaluations. In discussing the matter with chairs, Eric reported that they seemed amenable to such changes. Angela volunteered to circulate proposed changes to the language to the committee via e-mail.

The meeting was adjourned at 11:00 am.

Submitted by: Hilary E. Stebbins