

(Previous language is in black, changes are in red.)

Changes for Appendix F of Faculty Handbook

[Just FYI, § F.5.2.3 jumps directly to F.5.3.4.]

[Suggested change to membership policy.]

F.6.2 CAS Promotion and Tenure Committee The committee consists of nine elected faculty members, eight from the College of Arts and Sciences and one faculty member external to CAS, all to be elected by the CAS faculty. All members must have attained the rank of associate professor or above with tenure, and at least four members shall have attained the rank of full professor, by the date of election. **Any committee member submitting a file for Promotion to Full Professor must resign from the CAS Promotion and Tenure Committee for that year under consideration.** Members serve staggered three-year terms, with three persons elected each year. The committee elects a chair from its membership. **CAS members are nominated and elected according to the rules spelled out in §F.5.2 of this Handbook. The external member is nominated and elected according to the rules spelled out in §F.5.3.5 of this Handbook.**

Changes for Appendix I of Faculty Handbook

[Insert this as a new section at the beginning of I.1.: it will be § I.1.1.]

Promotion in rank is based on achievements in three areas: teaching effectiveness, professional and scholarly activities, and service to one's department, the college, and the University. The expectations for achievements are greater in professional activity as one moves up the ranks.

[Insert this new section; numbering may have to be adjusted:]

I.1.3.4 Individual Criteria for Promotion to the rank of Professor

Teaching, professional activities and service performed in the year of submission and review of the tenure and promotion file should be considered for purposes of promotion to the rank of full professor.

[Addition to I.5.6 as a new paragraph (renumber if that is the handbook style):]

Some candidates may have accepted special assignments of various kinds that involve compensation either in the form of reduced teaching load or increased salary or both. The files for candidates with special assignments should explain and document the nature of the assignment and should explain which activities and accomplishments fall within and outside of the scope of the special assignment wherever there is ambiguity. Such candidates should demonstrate that they meet the criteria in all three areas (teaching, professional activity, and service) through contributions outside the scope of the special assignment.

[Addition to I.5.8:]

[I.5].8 Student Evaluation Computer Sheets from the Dean’s Office and/or Tables Providing Descriptive Evidence Because teaching is very difficult to evaluate, the candidate should make a concerted effort to include other useful sources of information about quality of teaching. Such sources might include classroom visitation reports, awards, publications or presentations about teaching, and formal involvement in programs focused on improving teaching. The candidate should present converging lines of evidence instead of depending upon a single measure. If the candidate chooses to include student evaluations, he or she should provide a clear interpretation of them. The inclusion of selected favorable student comments to demonstrate teaching effectiveness is unpersuasive. **Student evaluations of teaching should be compiled and submitted as a separate PDF document.**

Changes to CAS P&T Committee Website

<https://cas.umw.edu/promotion-tenure-committee/cas-promotion-and-tenure-committee-members-2012-2013/>:

Guide to Preparing Digital Credentials

Except for the letters of recommendation, the candidate’s credential file for promotion is to be submitted to the dean’s office as two PDF files:

- A main file containing in proper order the information specified in the Faculty Handbook, I.5. This main file cannot exceed 40 MB.
- A second file that compiles any student evaluations of teaching that the candidate is submitting.

Letters of recommendation solicited by the candidate’s department chair are to be forwarded to the dean separately in hard copy. The dean’s office will convert these letters into a third PDF file and will transmit all three PDF files to the P&T Committee as the complete credential file.

The credential file must contain no hyperlinks.

<https://cas.umw.edu/promotion-tenure-committee/advice-for-successful-cas-promotion-and-tenure-candidates/>

[Add this text to the “I. General” section of the page:

Some candidates may have accepted special assignments of various kinds that involve compensation either in the form of reduced teaching load or increased salary or both. The files for candidates with special assignments should explain and document the nature of the

assignment and should explain which activities and accomplishments fall within and outside of the scope of the special assignment wherever there is ambiguity. Such candidates should demonstrate that they meet the criteria in all three areas (teaching, professional activity, and service) through contributions outside the scope of the special assignment.

[Put “II. Promotion to Senior Lecturer” in bold face.]