NOTICE OF INTENT: To Change Faculty Administrative Manual with Addition of University Professor as an Honorary Rank.

With specific changes to FAM Bylaws:

III. Faculty Appointments
   A. The Instructional Faculty
   D. Library Faculty

VI. Evaluation of faculty
   A. Third-year Review, Tenure and Promotion of Tenure-Track and Tenured Instructional Faculty
   C. Third-Year Review, Tenure and Promotion of the Library Faculty
      I. Review for Honorary Rank of University Professor or University Librarian IV

INTENT: This proposal is being put forward on behalf of Interim Provost Brian McGee. It has been reviewed and approved by Academic Council, Academic Planning, Faculty Welfare, and By Laws committees.

All listed page numbers refer to the 2014-2015 midyear edition of the Faculty/Administration Manual. For each proposed change single-strike through text is a deletion, underlined text is new.

III. FACULTY APPOINTMENTS

A. The Instructional Faculty

Insert (p. 51):

4. University Professor is a permanent, honorary rank awarded to an outstanding tenured full professor. This honorary rank is held by those who have been recognized by the College for their exemplary performance in teaching, their unusual distinction in scholarly involvement, and significant performance in leadership and service to the faculty and College Community. A professor may be nominated for this rank by a Program Director, Department Chair, Academic Dean, the Speaker of the Faculty, or a University Professor or University Librarian IV. The President may appoint the individual upon recommendation of the relevant Dean, the Provost, and representatives of those already holding the rank of University Professor or University Librarian IV.

…
D. Library Faculty

2. Library Faculty in Tenured or Tenure-track Lines

   b. Library Faculty Ranks

*Insert (p. 54):*

(5) University Librarian IV is a permanent, honorary rank awarded to an outstanding tenured Librarian IV. This honorary rank is held by those who have been recognized by the College for their exemplary performance as librarians. A Librarian IV may be nominated for this rank by the Provost, the Dean of Libraries, or a University Professor or University Librarian IV. The President may appoint the individual upon recommendation of the Dean of Libraries, the Provost, and representatives of those already holding the rank of University Professor or University Librarian IV.

VI. EVALUATION OF FACULTY

A. Third-year Review, Tenure and Promotion of Tenure-Track and Tenured Instructional Faculty

*Insert (p. 83):*

What follow are the general standards and evidence that remain constant throughout the four levels of institutional evaluation, namely third-year review, tenure, and promotion to Associate Professor and Professor. A separate evaluation process, with its own standards and evidence, is used for the honorary rank of University Professor (see Art. VI, Sect. I).

C. Third-Year Review, Tenure and Promotion of the Library Faculty

*Insert (p. 100):*

What follow are the general standards and evidence that remain constant throughout the five levels of institutional evaluation, namely third-year review, tenure and promotion to Librarian II, III and IV. A separate evaluation process, with its own standards and evidence, is used for the honorary rank of University Librarian IV (see Art. VI, Sect. I).
I. Review for Honorary Rank of University Professor or University Librarian IV

1. Introduction

The permanent honorary rank of University Professor or University Librarian IV may be awarded to faculty already holding the rank of tenured full Professor or Librarian IV. The honorary rank shall be awarded on the basis of outstanding performance to faculty whose records go beyond the expectations described for promotion to tenured full Professor or Librarian IV. This honorary rank is intended to recognize faculty with outstanding records of achievement. Those who screen or recommend the nominees for this rank should apply a rigorous standard of review.

Nominees in these cases ordinarily should have five or more years of previous service at the rank of Professor or Librarian IV. Suitable nominees should have a consistent and career-long pattern of outstanding performance in all dimensions of faculty work, with attainments that clearly and easily exceed the minimum requirements for promotion to Professor or Library IV.

Even if otherwise eligible for this honorary rank, faculty whose current position titles use the word “provost,” “president,” or “dean” shall not be considered for or appointed to this honorary rank. The same exclusion shall apply to an otherwise eligible faculty member who is an administrative officer of the College. Those who give up academic administrative positions and return to roster faculty work shall be eligible for nomination to and appointment to this rank, assuming they qualify for appointment to this rank in all other respects. Faculty who previously have been awarded the honorary rank of University Professor or University Librarian IV may continue to use this title if they subsequently accept appointments as academic administrators.

The honorary rank of University Professor or University Librarian IV shall be awarded in an academic year to no more than three individuals.

2. Nominations

Nominations to the honorary rank of University Professor or University Librarian IV may be made in writing to the Provost by a Program Director.
Department Chair, Academic Dean, the Speaker of the Faculty, or a University Professor or University Librarian IV.

Self-nominations for this honorary rank are not accepted. Faculty should not take any action designed or intended to secure a nomination from an eligible nominator. No matter what their achievements, faculty at the College of Charleston have no right to or expectation of nomination to or consideration for this honorary rank.

Nomination deadlines and all other deadlines to be used in the review process for this honorary rank shall be announced by the Office of Academic Affairs, with the exception of the final decision deadline listed below.

The President may temporarily suspend solicitation and consideration of nominations to this honorary rank. Such a suspension should be conveyed to the faculty in writing, as should any notification that solicitation and consideration of nominations will resume.

3. Preparation and Submission of the Faculty Member’s Packet

Once the Provost (or the Provost’s designee) has received the nomination of a qualified individual, the Provost should notify the nominee that she or he may proceed with the nomination process. If the nomination is declined by the nominee, no further action is required.

If the nominee accepts the nomination, the nominee should then schedule meetings with the relevant Program Director (if applicable), Department Chair (if applicable), and/or Dean(s). If the Program Director, Department Chair, or Dean is unwilling to support the nomination, the nomination shall be withdrawn.

An Academic Dean should support the nominations of no more than two faculty from her or his school in a single academic year. A Program Director or Department Chair should support the nomination of no more than one faculty from her or his program or department in a single academic year.

Once a nominee has received some verbal assurance of support from the Program Director, Department Chair, and/or Dean, the nominee should prepare an executive binder and a supplemental binder, in a fashion consistent with the then-current requirements for those binders in all tenure and promotion.
reviews. The Program Director or Department Chair shall solicit independent external reviews of research, consistent with the instructions provided elsewhere in the Faculty/Administration Manual.

Once the executive binder and the supplemental binder have been prepared, the Program Director or Department Chair shall submit the binders, a recommendation letter in support of the nomination, and the external reviews of research to the relevant Dean. The binders and the various recommendation and assessment letters will constitute the nomination materials.

4. Recommendations by the Dean, University Professors, and Provost

Following review of the nomination materials, the Dean shall submit a recommendation letter in support of the nomination, along with all other nomination materials, to an ad hoc review committee composed of current faculty holding the honorary rank of University Professor or University Librarian IV.¹ The form, membership, and process to be followed by this review committee will be determined by the members of the committee, but the review committee shall offer a brief written assessment to the President regarding the strengths and weaknesses of each nominee. The review committee will not rank-order the nominees or advise the President regarding which nominations should be accepted or rejected.

Following review of the nomination materials, the Provost shall offer an assessment to the President regarding the strengths and weaknesses of each nominee.

5. President

By April 25 of each year (or the first business day thereafter), the President shall contact the University Professor and University Librarian IV nominees, if any, and inform them of their award status. For all nominations under review, the decision of the President is final. The awardees for each year shall be recognized at a spring commencement ceremony or a faculty awards ceremony, at the discretion of the President (or the President’s designee).

¹ If at least three current faculty holding the honorary rank of University Professor or University Librarian IV are not available to serve on the ad hoc review committee, the President and Provost shall jointly appoint members of the committee. The committee’s membership shall include at least three faculty members representing at least two of the academic schools and/or the libraries.
When making a new faculty appointment at the rank of full Professor or Librarian IV, the President simultaneously may make an initial appointment at the honorary rank of University Professor or University Librarian IV. Such appointments shall be made following consultations with the Program Director (if applicable), Department Chair (if applicable), the appropriate Academic Dean(s), the faculty already holding the rank of University Professor or University Librarian IV, and the Provost. Such an appointment is appropriate only in cases where the new faculty member has previously held or been awarded a similar position at another university.

6. Merit Increase for Honorary Rank of University Professor or University Librarian IV

Whenever the President announces an appointment to the honorary rank of University Professor or University Librarian IV, such an appointment shall be accompanied by a permanent merit increase in pay effective at the beginning of the academic year following the year in which the appointment is announced.

The College shall supply additional research and development funding for use by new and continuing faculty holding this honorary rank.

7. Re-nomination for University Professor or University Librarian IV

Faculty who are nominated but not selected by the President for the honorary rank of University Professor or University Librarian IV will remain eligible for nomination in future academic years, provided they continue to meet all other requirements for nomination.

Executive and supplemental binders must be updated in any case where materials are re-submitted. Re-submission is acceptable for previously solicited external reviews of research, at the sole discretion of the Program Director or Department Chair, provided that such reviews are no more than three years old at the time of submission.

8. Named Professorships and Endowed Chairs

A University Professor or University Librarian IV may simultaneously hold a named professorship, endowed chair, or other similar honor. Faculty questions regarding the appropriate use of titles in these cases should be referred to the relevant Academic Dean.
9. Benefits and Obligations of Appointment as University Professor or University Librarian IV

Faculty appointed to the honorary rank of University Professor or University Librarian IV shall receive salary increases and additional research and professional development funding. In addition, members of the University Faculty shall receive a medallion to be worn with their academic regalia. If an emeritus or emerita title is granted to a University Professor following her or his retirement, the title “University Professor Emeritus” or “University Professor Emerita” may be used by the faculty colleague.

University Professors may petition the Provost for permission to use a professorial title unique to the professor’s teaching and research interests, rather than the professor’s academic department or program. For example, a “Professor of English” might become a “University Professor of British Literature.” The Provost should consider such written petitions only after consulting with the relevant Program Director, Department Chair, and/or Dean(s). The Provost may reject the petition for any reason. The decision of the Provost is final in all such cases.

During each academic year, some individuals holding the honorary rank of University Professor or University Librarian IV shall be asked to assess the materials for nominees to that rank.

Faculty who have been awarded this rank may be asked by the President or Provost to represent the College of Charleston at institutional, regional, state, or alumni meetings, or to advise the President or Provost on academic or other matters relevant to the College.

10. Authorization for University Professor Appointments

At any time and for any reason, the President of the College may temporarily suspend consideration of nominations for the honorary rank of University Professor. Should the President or Board of Trustees permanently discontinue consideration of new nominations for this honorary rank, those previously awarded the rank will retain all uses and privileges of the rank for the duration of their employment by the College.