MOTION ON ADMINISTRATORS’ ROLES IN FACULTY EVALUATION

Whereas the evaluation of faculty requires independent assessment that must avoid even the appearance of a conflict of interest;

Whereas members of the Advisory Committee on Tenure, Promotion, and Third-Year Review may not review the cases of candidates in their own departments;

Be it resolved that Section VI of the FAM ought to be amended to include the following highlighted clauses:

D.8. Dean’s Role for Third-year Candidates

The appropriate Dean shall review the faculty member’s packet and the departmental evaluation panel’s recommendation. If a Dean (excluding the Dean of Libraries) holds an academic appointment in the candidate’s department, that Dean must select an associate dean or another dean to review the case and perform the duties of the Dean. Information concerning factual matters of the record necessary for the determination of a recommendation may be requested by the Dean from the Departmental Evaluation Panel Chair or through that chair to the candidate. Requests should be written and responses should be brief and also in writing, addressing only the requested issues, and shall become part of the packet. The Dean shall interview each candidate.

The Dean shall provide the candidate and the chair of the departmental panel a copy of his/her assessment of the merits of the case and recommendation to the Provost. The Dean shall submit his/her recommendations in writing to the Provost and forward all materials to the Provost’s Office by the announced deadlines, which are typically at the end of January.

D.9. Dean’s Role for Tenure and Promotion Candidates

The appropriate Dean will review the evaluation panel recommendations and the candidate’s packet. If a Dean (excluding the Dean of Libraries) holds an academic appointment in the candidate’s department, that Dean must select an associate dean or another dean to review the case and perform the duties of the Dean. Information concerning factual matters of the record necessary for the determination of a recommendation may be requested by the Dean from the Departmental Evaluation Panel Chair or through that chair to the candidate. Requests should be written and responses should be brief and also in writing, addressing only the requested issue, and shall become part of the packet. The Dean may choose to interview candidates.

The Dean will provide the candidate and the chair of the departmental panel a copy of his/her assessment of the merits of the case and recommendation to the Provost. The Dean shall provide her/his recommendations in writing to the Provost and forward all materials to a designated room for review by the Provost and the Advisory Committee on Tenure, Promotion, and Third-year Review by the announced deadlines, which are typically at the end of November.
D.12. Provost’s Recommendation for Tenure and Promotion Candidates

After the Advisory Committee has made its written recommendation to the President, the Provost may interview the candidate as part of his/her independent evaluation of the candidate. **If the Provost holds an academic appointment in the candidate’s department, the Provost must appoint an associate provost to review the case and perform the duties of the Provost.** The Provost’s recommendation shall be submitted in writing to the President by the announced deadlines. In all cases in which the Provost’s recommendation is negative or reverses an earlier decision, the Provost will provide a copy of his/her recommendation to the candidate, chair, Dean, and chair of the Advisory Committee simultaneously with notice to the candidate of the President’s decision.

H.6. Recommendations by the Department Chair or Panel and the Dean

Post-tenure review is normally conducted by the department chair. A departmental post-tenure review panel will be convened only in the case of post-tenure review of the department chair. When the department chair herself/himself is up for post-tenure review, the most senior tenured member of the department (other than the chair) will convene, and chair, a departmental post-tenure review panel consisting of three tenured faculty members (including the panel chair). Panel members will normally be drawn from the home department according to seniority. When necessary to complete the panel, additions will be drawn, following the same criteria, from departments with related areas of study. The panel may not include chairs from external departments. No tenured faculty member concurrently subject to post-tenure review may serve on this panel. The panel will exercise the same responsibility with respect to the department chair’s candidacy that the chair exercises in all other cases. This departmental panel will also review all other cases coming up for posttenure review at the same time as the department chair. The chair or departmental panel will recommend a rating for the candidate’s performance.

In the case of a candidate requesting a superior rating, the department chair (or the departmental panel) shall forward to the candidate’s dean by the announced deadline the candidate’s packet with a letter justifying the chair’s (or panel’s) concurrence or failure to concur with the candidate’s self-evaluation. At this time a copy of the letter shall be forwarded to the candidate. Should the rating of the chair (or departmental panel) be satisfactory rather than superior, the candidate may forward a letter of rebuttal to his/her dean and his/her department chair no later than five days before the first day of the beginning of the Spring Semester. The Deans will review packets and forward written recommendations to the Office of the Provost. **If a Dean (excluding the Dean of Libraries) holds an academic appointment in the candidate’s department, that Dean must select an associate dean or another dean to review the case and perform the duties of the Dean.** If the Provost holds an academic appointment in the candidate’s department, the Provost must appoint an associate provost to review the case and perform the duties of the Provost.