

## **Faculty Officers' Meeting with Chancellor and Vice Chancellors**

Wednesday, November 30, 2005, at 4:00 p.m. in 103 Spilman

### **Discussion Topics**

- Faculty Senate December 6, 2005, Meeting Agenda (attached)
- Faculty Priorities
- Ad Hoc Committee on Greenspace
- Service Learning Advisory Committee
- Annual Faculty Senate Spring Reception held in the Chancellor's home on April 18, 2006, following the last regular Faculty Senate meeting
- Draft of a Proposed Promotion and Tenure Timeline (attached)
- Online Catalog, University Curriculum Committee, Academic Affairs Division
- Issues relating to the Serious Illness and Disability Policy
- Annual Teaching Awards Ceremony



**Proposed Reappointment of Probationary-Term Faculty Members Timeline\***

<b><i>Action</i></b>	<b><i>Due Date for 9 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>	<b><i>Due Date 12 Month Faculty</i></b>
PADs due to tenure committee for reappointment decision	1 <sup>st</sup> Monday in February		1 <sup>st</sup> Monday in October
Committee decision on reappointment to unit administrator	4 <sup>th</sup> Monday in February	3 weeks	4 <sup>th</sup> Monday in October
Unit administrator decision to Dean (if applicable)	3 <sup>rd</sup> Monday in March	3 weeks	3 <sup>rd</sup> Monday November
Dean decision to VCAA (or VCHS)	2 <sup>nd</sup> Monday in April	3 weeks	2 <sup>nd</sup> Monday December

**Proposed Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\***

<b><i>Action</i></b>	<b><i>Due Date for 9 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>	<b><i>Due Date 12 Month Faculty</i></b>
**Unit administrator notify fixed-term faculty members to request reappointment	2 <sup>nd</sup> Monday in January  by May 3 for reappointment by August 1		2 <sup>nd</sup> Monday in November  by April 1 for reappointment by June 1
Fixed-term faculty members request reappointment	February 2 – May 3		January 1 – April 1
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment decision	within 30 days of the request	30 days	within 30 days of the request

\*Faculty candidate will be notified in writing within one week at each decision point.

\*\*May be difficult to commit not knowing enrollment and budget



**DRAFT**

Approved by the Faculty Governance Committee on 11-16-05  
for possible inclusion into the Faculty Manual as an addition to Part XII or as a new Part XIII

**Proposed Promotion and Tenure Timeline – Spring before Decision Year\***

<b><i>Action</i></b>	<b><i>Due Date 9 and 12 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>
Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline)	1 <sup>st</sup> Monday in February	
Faculty member submits list of potential external reviews to committee	1 <sup>st</sup> Monday in March	4 weeks
Committee submission of a list of external reviewers to the unit administrator (Materials should be sent to reviewers in a timely manner with sufficient time for completion.)	2 <sup>nd</sup> Monday in March	5 weeks
Unit Administrator sends formal request to external reviewers	2 <sup>nd</sup> Monday in April	4 weeks

**Proposed Promotion and Tenure Timeline – Fall of Decision Year\***

<b><i>Action</i></b>	<b><i>Due Date 9 and 12 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>
Unit Administrator informs committee of upcoming need for a meeting	1 <sup>st</sup> Monday in September	
External reviewer's reports due.	1 <sup>st</sup> Monday in September	
Faculty turns in PAD to Committee	2 <sup>nd</sup> Monday in September	
Committee decision/PAD to unit administrator	1 <sup>st</sup> Monday in October	3 weeks
Unit administrator decision /PAD to Dean (if applicable) Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean	4 <sup>th</sup> Monday in October	3 weeks
Dean decision/PAD to VCAA (or VCHS)	4 <sup>th</sup> Monday in November	4 weeks
VC decision/PAD (?) to Chancellor	2 <sup>nd</sup> Monday in January	6 weeks
Chancellor decision	1 <sup>st</sup> Monday in February	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	date varies from year to year