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**PROPOSED *FACULTY MANUAL***

**BRIEF SUMMARY OF MAJOR CHANGES:**

Amendment #1: Non-

## FINAL TEXT OF PROPOSED AMENDMENTS with EDITS

### Key to proposed changes:

Text to be added per February 9<sup>th</sup> Senate presentation appears in **bold**.

**Subsequently** added text in both the amendments and explanations of modified amendments appears in **bold CAPS**

Deletions appear in ~~red~~ with strikethrough

Explanations appear in **blue** box.

New deletions (i.e., changes from original (2/9/21) amendments) are highlighted in **yellow**

### **AMENDMENT #1**

#### **III.D.2. Non-Tenure-Track Faculty (p.14)**

Non-tenure-track faculty members are individuals who are not eligible for tenure, although some have renewable appointments. Non-tenure-track faculty members function on a full-time basis in clinical service or supervision, in research positions supported either by University sources or by grants or contracts from organizations outside the University, as aviation specialists, in research, clinical, or teaching positions whose long-term existence is not assured, or under other conditions that make the attainment of tenure according to the norms in Sec. III.F a

**EXPLANATION:**

Paragraph 2 .



The President of the University makes the final decision to terminate for medical reasons and notifies the faculty member in writing promptly of that decision. A faculty member whose appointment has been terminated is entitled to receive full salary for four months if in the first year of employment, six months if in the second year, and twelve months otherwise, less any salary paid during the previous twelve months under a medical leave of absence.

In cases in which a medical leave of absence has not been requested, the University reserves the right to terminate or place a faculty member on medical leave of absence if, in the judgment of the President of the University, based upon clear and convincing medical evidence, the faculty member cannot continue to fulfill the terms and conditions of the appointment for medical reasons and a reasonable accommodation of the disability cannot be made. In such a case, the procedures, standards, and compensation described in the preceding paragraphs apply.

~~For a tenure-track faculty member, a medical leave of absence normally will not be counted as a year or part of a year of service toward eligibility for tenure according to Sec. III.D.1. The Provost will specify in writing whether a the medical leave of absence will or will not be counted as a year or part of a year of service.~~ **For a tenure-track faculty member, a A medical leave of absence normally will not be counted as a year or part of a year of service toward eligibility for tenure according to Sec. III.D.1.** A copy of this specification is forwarded to the University Committee on Academic Rank and Tenure by the Provost.

#### **EXPLANATION:**

Paragraph 5 . The current provision contains contradictory text regarding continuous years of service and counting FMLA time. FMLA would not normally be considered as an interruption of continuous full-time serve as the person is still an employee of the University. However, while Sec. III.H.12.b. (p.32) of the *Faculty Manual* states that medical leaves of absence normally ~~ae a year or part of a year of ser~~ **the Provost will specify in writing whether the medical leave of absence will or will not be** ~~sequencing the first two sentences of this~~ paragraph eliminates the contradiction. **THE ORIGINAL AMENDMENT PRESENTED TO THE SENATE ON FEBRUARY 9<sup>TH</sup> WAS REVISED TO CORRECT AN OVERSIGHT AND ENSURE THAT THIS MANUAL TEXT CONTINUED TO APPLY ONLY TO TENURE-TRACK FACULTY.**

## **AMENDMENT #4**

### **III.I.2. Annual Review (p.36)**

Every full-time faculty member is evaluated annually by the Department Chairperson or comparable administrator, and it is the responsibility of the appropriate Dean or comparable administrator to ensure that such evaluations are timely and consistent with the mission of the University and the provisions of this *Manual*. All evaluations of faculty members are conducted openly with the faculty member's full knowledge. All material collected is held in confidence in a manner determined by the College, School, Library, or comparable academic unit.

The criteria for the evaluations must be based on the norms for advancement in Sec. III.F, as applicable, the responsibilities of faculty specified in Sec. III.G, and the requirements of the respective College, School, Library, or comparable academic unit, as provided for in Secs. III.F and III.G. The instruments and standards are determined by the appropriate Dean or comparable administrator in consultation with the faculty of the academic unit.

Because the primary purpose of the annual review is to provide information that allows the faculty member to improve his/her teaching, student advising, research and scholarly activity, and University and community service, the evaluation should be candid, providing the person evaluated the opportunity to better understand his/her strengths as well as areas of relative weakness. Candor is especially important when assessing the performance of pre-tenure faculty, who look to their Chairpersons for guidance as they work to earn tenure. The annual review may also be used to establish the salary to be offered the faculty member in a subsequent contract and to provide information for an advancement decision, although the process used for advancement decisions should be separate from the process used for the annual review. A faculty member is allowed reasonable access to his/her own records and is allowed to add additional material.

**FACULTY SHALL SUBMIT THEIR ANNUAL ACTIVITY REPORT IN TIMELY FASHION AS DIRECTED BY THEIR DEPARTMENT CHAIRPERSON OR COMPARABLE ADMINISTRATOR. Evaluators shall provide timely written feedback to the faculty they evaluate each year. Evaluators' reports shall include a place for faculty to comment/respond if they wish, as well as a place for them to sign to acknowledge their activity report submission, their subsequent discussion with their evaluator, and their receipt of their evaluator's written report (not necessarily their agreement with the report).**

**EXPLANATION:**

Faculty inquiries indicate the need for the *Manual* to explicitly reinforce the timeliness of evaluator feedback, state that that feedback be written, and ensure that faculty are active participants in the evaluation process vs. simply being aware that an evaluation of their

**EXPLANATION:**

Amend this provision, relevant only for pre-tenured TT faculty, to explicitly acknowledge that a department chair has a role in the process **AND REFLECT THAT MENTORING, AS WELL AS PEER COMMITTEES, MAY ALSO BE INVOLVED.** The proposed last sentence addresses faculty inquiries about the effect of tenure clock extensions on the timing of midpoint review, **and** permits faculty to decide whether or not to delay their midpoint review, **AND REQUIRES DOCUMENTATION OF A DECISION TO DELAY THE REVIEW.**

**AMENDMENT #6 [TO BE INSERTED FOLLOWING SEC. III.I.3. AS SEC. III.I.4 WITH RENUMBERING OF SUBSEQUENT CURRENT *MANUAL* TEXT]****Third Year Review of Non-Tenure Track Faculty (p.36)**

**Reviews of non-tenure track faculty will be conducted in the third full year of the faculty**





When vacancies occur in the positions of other key administrators whose work substantially affects the academic and fiscal condition of the University (e.g., Treasurer), the counsel of the Faculty Senate Executive Committee will be solicited. Ordinarily, these positions are filled through a national search. In those cases where such vacancies occur and it is necessary to appoint an interim officeholder, a search committee typically is appointed and a national search process initiated at or near the same time that the interim appointment is made.

Faculty members form the majority of search committees for the position of Dean or comparable administrator. For other administrative positions, the number of faculty members on the search committee will reflect the extent of faculty involvement with the position. When the position has University-wide responsibilities, faculty members of this committee will be recommended by the Faculty Senate Executive Committee. For other positions, the appropriate Faculty Assembly or equivalent group will make the recommendation. The person chosen for an administrative position will be selected from among those found by the search committee to be qualified for the position.

Faculty members participate in the formal, ongoing evaluation of academic administrators. These evaluations help administrators to enhance their performance and are a significant factor in the decision to retain or terminate an administrator. The procedures for the evaluation of a Dean or comparable administrator are established by the Provost, following consultation with the faculty. Moreover, because it is important for academic administrators to continue developing their skills and abilities between formal evaluations, and because decanal evaluations typically cover multiple years, Deans or comparable administrators should themselves establish means for obtaining timely feedback regarding their performance, such as seeking informal input from Chairpersons, Directors, and other faculty.

### **AMENDMENT #3**

#### **III.H.12.b. Medical Leaves of Absence and Termination for Medical Reasons (pp.31-32)**

Faculty members are entitled to receive medical leaves of absence when they are unable to perform their assigned duties for medical reasons, although the University requires proof of disability before granting a medical leave of absence. Faculty members on medical leaves of absence receive full pay as long as the condition continues, for a period not to exceed six calendar months. If the condition extends beyond six months, the faculty member may request a special leave of absence, consisting of partial or complete relief from duties, with corresponding reduction or cessation of salary, for one full semester. Alternatively, if the condition extends beyond six months, the faculty member may qualify for long-term disability insurance benefits, terms of which are available from the University Benefits Office.

If there are repeated leaves of absence for medical reasons, or if a faculty member does not qualify for long-term disability insurance benefits and is unable to perform his/her assigned duties for medical reasons extending beyond the additional semester of the special leave of absence, the contractual agreement between the University and the faculty member may be terminated by the University, with the possibility of renegotiation by mutual agreement at a later date. The University's decision to terminate for medical reasons will be per pfc[(date.0 1 72f1 0 0 1 365.5 203.78Tm



annual review. A faculty member is allowed reasonable access to his/her own records and is allowed to add additional material.

Faculty shall submit their annual activity report in timely fashion as directed by their department chairperson or comparable administrator. Evaluators shall provide timely written feedback to the faculty they evaluate each year. ~~Òçã ã [ • ç^ ] [ ! • Á @ # \$ % & ' á ^ Á | æ ^ Á | Á æ | ç Á Á~~ comment/respond if they wish, as well as a place for them to sign to acknowledge their activity report submission, their subsequent discussion with their evaluator, and their receipt of their