

ADDENDUM TO 2017-2018 FACULTY HANDBOOK

The following change to the Faculty Handbook was approved at the October 6, 2017 Faculty Assembly meeting, including the decision to put the policy into place immediately.

Approved Minutes from the 10/6/2017 meeting:

4. PTB Membership – Handbook revision

Darryl Mace moved to approve the changes to the Faculty Handbook (section 1.1.1; Overview of Shared Governance at the University and section 1.1.10.4; Promotion and Tenure Board) regarding Promotion and Tenure Board membership. Seconded.

Discussion: After several questions, Jeanne Komp explained that based on the school structure, there are limited numbers of tenured and full professors. There was also a clarification that it is not within the norm for faculty who are elected to other boards to be allowed to be elected to a second board, however, faculty who are appointed to boards can serve on other committees in elected positions (eg., dept chairs), so this brings this change in alignment with practices on other boards. J. Komp clarified it has been a challenge to have an at-large chair selected because the person elected might not have extensive experience. Co-chairs will provide continuity and allow for ease if a chair needs to recuse him/herself or in the case of illness or conflict. In the discussion some expressed that there should not be a need for co-chairs.

Point of clarification that this would go into effect immediately if the motion passes and nominations would also occur immediately so that PTB can begin reviewing portfolios as soon as possible. Point of clarification that the chair duties are outlined in the handbook and those responsibilities are not changing.

Motion passed. 61 agree. 8 disagree. 5 abstain.

Revised Handbook section:

1.1.1 Overview of Shared Governance at the University

Shared Governance at Cabrini University involves the participation of all faculty and relevant administrators. Some people participate by virtue of their positions in the University. Other people participate through the election and appointment process. Still others participate (without vote) because of their special skills and/or perspectives.

Faculty may only hold one elected position in the governance structure with the exception of Promotion and Tenure Board membership. No more than two consecutive terms may be held for any elected position. Faculty may only run for one position per ballot. In order to facilitate this widespread participation in specific and general governance issues related to faculty, the Faculty Assembly meets once a month to be apprised of relevant information and vote on any recommendations that arise from the various governance bodies.

1.1.10.4 Promotion and Tenure Board

Purpose of the Promotion and Tenure Board (PTB)

The Promotion and Tenure Board has the following responsibilities

- To maintain professional and academic standards through a system of peer review
- To work with the Provost/VPAA to supervise the review process at the third-year review, tenure/rolling contract, and promotion
- To review materials submitted by faculty for third-year review, tenure/rolling contract, or promotion
- To review periodically the criteria endorsed by Faculty Assembly for tenure/rolling contract, promotion, and third-year review and recommend changes to the Faculty Professional Topics Subcommittee of the Faculty Development and Advancement Committee

Guidelines for tenure/rolling contract, promotion, and third-year review decisions are found in Section 3.5.0 of the *Faculty Handbook*.

- To submit recommendations for third-year review and tenure/rolling contract and promotion to the President
- To delineate, as necessary, relevant procedures and policies to be added to the *Faculty Handbook*

Membership of the Promotion and Tenure Board

The membership of the Promotion and Tenure Board consists of five full members, one member from each School and one at-large. No two members should be from the same department. Each of the full members serves three-year terms and cannot serve more than two consecutive terms. A list of candidates is prepared by the Nominating and Appointment Board when vacancies arise and is voted on by Faculty Assembly...

The Nominating and Appointment Board also prepares a list of candidates from which the Faculty Assembly will elect four tenured alternates representing each of the Schools for a three-year term. Two of the alternates will hold the rank of full professor and no alternate can be from the same department as another PTB member.

The alternates will become Board members only when an individual Board member or the Board itself determines there is a personal or academic conflict of interest in a third-year review, tenure/rolling contract, or promotion case including, but not limited to, cases when a PTB member is a member of the candidate's department or has been a reviewer of a candidate. Also, in cases of promotion to Full Professor, two of the members considering the case must be Full Professors.

PTB members are required to step down during the year in which that member would be considered for promotion. This year will also count towards their term.

Leadership of the Promotion and Tenure Board

At the first meeting of the spring semester, the full Board members must elect co-chairs for the upcoming academic year. The co-chairs serve one-year terms and run all meetings of the Promotion and Tenure Board, including the

independent meetings held to review the candidates' portfolios. The co-chairs are responsible for sharing the duties assigned to the Chair of the Promotion and Tenure Board (PTB) in the Faculty Handbook.

The Chair is responsible for submitting the recommendation of the Promotion and Tenure Board to the President with a copy to the Provost/VPAA and for joining the Provost/VPAA in the face-to-face review of third-year faculty and in the tenure/rolling contract recommendations to the Teaching and Learning Committee of the Board of Trustees.