

## SCSU Faculty Senate Rules Committee Meeting Minutes

**Date:** Friday, September 11, 2020 (rescheduled from Wednesday, September 9, 2020)

**Time:** 1:30 PM

**Attendees:** Barb Cook, Robert Gregory (chair), Matt Miller, Troy Paddock (Maria Diamantis and Jeff Webb were unable to attend the rescheduled meeting)

**Topic/Charge for the Meeting:** Reexamine various promotion and tenure items submitted to the Faculty Senate for consideration during the Fall 2019 and Spring 2020 semesters. While the Rules Committee performed this task last spring, the chair wanted to reexamine these issues for the benefit of the new members of the Rules Committee.

### Agenda items:

1. Promotion & Tenure issue #1: Adding materials and information to the file as it moves through the different levels of evaluation
  - The Rules Committee members were unanimous in recommending that the current process of sealing the file should be maintained and enforced; candidates who add information to their files after the initial submission simply disadvantage themselves by doing so. Candidates should not be allowed to add material to their files after sealing; additional information can be presented to the Promotion & Tenure Committee during the candidate interviews.
2. Promotion & Tenure issue #2: Candidate withdrawal of a tenure file
  - At the time this issue was presented to the Faculty Senate, the Tenure and Promotion Procedures for Faculty document only included a provision for withdrawing a promotion file and not a tenure file. This is no longer as issue since III.A.8 of this document states: “A candidate who withdraws his/her application after the commencement of the promotion or tenure process shall be deemed to have waived all claims for that year.”
  - It should be confirmed with SCSU AAUP if a mandatory tenure application can also be withdrawn.
3. Promotion & Tenure issue #3: A professor of one rank being considered for promotion is not allowed to write a letter of support for another professor of a different rank also being considered for promotion
  - The Rules Committee members were unanimous in recommending that a professor of one rank being considered for promotion should be allowed to write a letter of support for

another professor of a different rank also being considered for promotion since candidates for promotion are grouped and evaluated by rank. This change would require new language in the Promotion & Tenure document.

- In addition, we recommend that a Chairperson of one rank being considered for promotion be allowed to write a letter of evaluation for another professor of a different rank being considered for promotion and tenure since the candidates for promotion and/or tenure are grouped and evaluated by rank. This change would require new language in the Promotion & Tenure document.
4. Promotion & Tenure issue #4: Inclusion of letters of support from colleagues outside of a candidate's promotion and tenure evaluation process
- Currently, III.B.4 states: "Each candidate may also include supporting letters from colleagues inside or outside of his/her department. The candidate shall not include any letters of recommendation specifically addressing the promotion or tenure process, other than the official letters mandated by promotion and tenure procedures, from any person who has a formal role in the process, i.e. Chair, Dean of the member's school, Provost, President, members of the Department Evaluation Committee, and members of the University Promotion and Tenure Committee." This language prohibits any individual who has a role in the University's Promotion & Tenure process from writing a letter of support from any colleague.
  - We recommend changing the language to ". . . , from any person who has a formal role in the candidate's process, . . .".
5. Promotion & Tenure issue #5: Promotion & Tenure candidate interviews
- While the members of the Rules Committee are unaware of specific inconsistencies in the interview process, we recommend that the Promotion & Tenure Committee examine how to ensure consistency during the candidate interviews including, but not limited to, developing standardized questions for candidates.

Meeting adjourned at 2:30 PM.

Minutes prepared and respectfully submitted by Robert Gregory, SCSU Faculty Senate Rules Committee Chair