

**CRTP Final Report, Appendix C:
Peer & Aspirant School Procedures: Faculty Handbook Info**

This information was culled from studies of the faculty handbooks of 21 peer and aspirant institutions.

Institution 1

- **Process:**
 - Pretenure Evaluative Reviews:
 - DRC evaluation goes to faculty-only review committee and dean of faculty, who make recommendations to president. President makes final decision. Board of trustees approves president's decision.
 - Tenure Review:
 - DRC initiates the tenure review. Tenure committee makes a recommendation to the faculty-only review committee. Faculty-only review committee and dean of faculty make recommendations to the president. President makes final decision, which then must be approved by the board of trustees
- **Timeline:** annual developmental review; 3rd & 6th year reviews.

Institution 2

- **Process:** DRC Review, department chair evaluation, college review, dean's evaluation. This all goes to the university review committee, which is chaired by the provost (although the provost does not vote or have an official voice in the process). This committee makes a recommendation to the president, who makes the final decision.
- **Timeline:** Annual reviews, major 3rd year review, 6th year review. Dossier prepared in summer, then DRC review, then college review, recommendation to the president in May, notification by June 1. Candidate submits complete file by 1st week in November; DRC recommendation to dept. chair by Dec. 18. Dept. chair adds his/her evaluation and forwards to College Dean by Jan. 4. College committee sends recommendation and file to Deans by Feb. 22. Dean adds evaluation and forwards to VPAA by March 11. University review committee meets in May, makes a recommendation to the president. Notification by June 1.

Institution 3

- **Process:** DRC & department chair evaluation; then dean's evaluation; then provost's evaluation; then president's evaluation; then trustee action. Any disagreement results in a conference with the department. As a rule, if any one party recommends against tenure, and cannot be convinced otherwise via a conference, then tenure will not be offered. The dean plays a central role in the tenure process. There is no university level committee.
- **Timeline:** Annual review by chair; Beginning of 2nd year review; end of third year review.

Institution 4

- **Process:** DRC and department chair evaluations go to the elected university review committee, who make a written recommendation to the dean of the faculty. The senior deans in the office also review and advise the dean. If the dean intends not to follow the recommendation of the university review committee, s/he informs them of his/her reasons. The dean then makes his/her recommendation to the provost. The provost reviews positive recommendations from the dean and makes a recommendation to the board. The president has no formal role.
- **Timeline:** Annual review by dept. chair; 3rd year review; 6th year review.

Institution 5

- **Process:** DRC and chair evaluate candidate. They then nominate successful candidates for tenure to a college level committee. The college level committee plays the central role. The President sits on the college level committee ex officio, generally attending all meetings. The committee is chaired by the provost and includes five tenured faculty. This committee makes recommendations to the president.
- **Timeline:** Annual reviews by chair; 3rd and 6th year reviews. 3rd year reviews begin in January, decision in May. 6th year reviews

Institution 6

- **Process:** DRC makes a recommendation to the university review committee, which is chaired by the VPAA. Committee makes a recommendation to the president. If the president disagrees with the recommendation, s/he comes back to the committee to discuss the issues. The president can return a recommendation to the committee for reconsideration.
- **Timeline:** rigorous 4th year review, 6th year review.
 - 4th year: dossier due Aug. 22, DRC recommendation by Sept. 25, university committee recommendation and candidate's response due by Nov. 15 to president & trustees, decision by Nov. 30.
 - 6th year: dossier due Oct. 15, DRC rec. due Nov. 20, university committee rec. by early January, decision by pres. & trustees due by Feb. 10.

Institution 7

- **Process:** DRC evaluation goes to university review committee which makes a recommendation to the president. The president then makes a recommendation to the board of trustees. The board votes to approve or reject the president's recommendations. If the president has not agreed with the recommendation of a majority of the members of the university review committee, the committee may write a letter directly to the board of trustees setting forth its recommendation and supporting arguments.
- **Timeline:**
 - **3rd year review:** Dossiers due Dec. 15; DRC evaluation due Feb. 1; university review committee makes a recommendation to the president in March; the president makes a recommendation to the board and the candidate is notified of the decision in April.
 - **Tenure review:** dossier due Sept. 1; DRC evaluation due Sept. 25; university review committee makes a recommendation to the president in December; the president communicates the decision to the board; the board approves the decision in February.

Institution 8

- **Process:** Department submits to division director who transmits to the university review committee; URC submits recommendation back through division director to the dean of faculty; dean of faculty submits recommendations to the president who may accept, modify, or reject them in submitting final proposals to the board of trustees. The board of trustees makes the final decisions.
- **Timeline:** 3rd and 6th year reviews. No other information is in Handbook.

Institution 9

- **Process:** Dept to division to university. The university committee reviews the departmental and divisional recommendations and makes a recommendation to the dean who then recommends to the president. University committee most powerful.
- **Timeline:** 3rd and 6th year reviews. No other information is in Handbook.

Institution 10

- **Process:** President *ex officio* on university committee, chaired by the dean, committee recommends to president; university committee most powerful
- **Timeline:** Dossier for tenure is due December 1st. Not clear when decision is communicated to candidate, but it can't be before the spring semester.

Institution 11

- **Process:** Department reviews the candidate, the department makes a decision and the chair makes a report to the dean with the recommendation of the department. The chair and each voting member of the department can send individual letters to the dean, who forwards them to the university review committee. The university review committee submits its recommendation to the dean and president.
- **Timeline:** not available

Institution 12

- **Process:** Review committee (with provost as member) recommends to provost who recommends to president. University committee more powerful.
- **Timeline:** Developmental review in the 2nd year. Pre-tenure review dossier is due January 2 and candidate is informed of decision the first week of May. Tenure review dossier is due November 1st and candidate is informed of decision the first week of May.

Institution 13

- **Process:** Committee (provost member) recommends to president; university committee most powerful.
- **Timeline:** candidates for tenure are notified of decision by end of fall semester.

Institution 14

- **Process:** Department, dean and provost make independent recommendations to the college review committee. If provost disagrees with a concurring opinion of the departmental review and college review committees, the board of trustees makes the decision. If either the dean's or the provost's recommendations differ from the departmental recommendation, the dean and provost must meet with the tenured members of the department and attempt to resolve the disagreement.
- **Timeline:** Notice of termination occurs in spring semester.

Institution 15

- **Process:** University review committee is made up of faculty, the president and the provost. The committee reviews the candidate for tenure and the decision is made by consensus. The consensus approach does not allow for the provost or president to overturn a decision of the committee.
- **Timeline:** unavailable.

Institution 16

- **Process:** The university review committee makes recommendations about tenure in consultation with the provost/VPAA. The dean of the faculty reviews all candidates for tenure and may be requested to write a first letter of evaluation. The provost chairs the university review committee but does not have a vote and cannot overturn a decision of the committee. The provost consults with the president about decisions of the committee. The president has the power to overturn a decision of the committee.
- **Timeline:** Unavailable.

Institution 17

- **Process:** The President chairs university review committee and participates in the process but does not have a vote. The VPAA/Dean is a fully participating and voting member of the URC. The President can overturn a decision of the URC.
- **Timeline:** Second, fourth and tenure reviews.

Institution 18

- **Process:** Review committee is made up of eight elected faculty members, and two appointed by the president. The VPAA chairs the committee and is a voting member of the same. The VPAA recommends the decision of the committee to the president and consults with him/her. The president can overturn the committee's recommendation.
- **Timeline:** Annual review for all untenured faculty. There is a pre-tenure review in third year of appointment and tenure review in sixth year.

Institution 19

- **Process:** President and provost consult with and receive recommendations about tenure from the academic dean, and through the dean, secure the advice and recommendation of the department or school involved.
- **Timeline:** Untenured faculty members are reviewed annually. Mid-term and tenure reviews.

Institution 20

- **Process:** The president receives a recommendation from the URC. The dean writes an independent letter evaluating the candidate. President makes a recommendation to the board. President can overturn a URC decision.
- **Timeline:** unavailable.

Institution 21

- **Process:** All members of the DRC write a personal letter assessing the candidate. The dept. chair prepares a letter assessing the candidate's teaching.
 - **Pretenure reviews:** Faculty-only university review committee and dean of faculty both make a recommendation. If both are positive, then president & board *must* approve the recommendation. If both are negative, then the decision is negative, although an appeal is possible. If faculty & dean are split then the president decides.
 - **Tenure reviews:** Faculty-only review committee, dean and president make a recommendation. Unanimous decision requires rubber stamp from board. Board academic affairs committee decides split decisions.
- **Timeline:** Unavailable.