

Approved 2-5-79

PROPOSED POLICY CHANGE. See Item 3, Promotion and Tenure Policies, and attachment.

Present: R. Dickman, J. Perry (for J. Wilson), E. Stout (for H. Bauer), R. Fraser,
P. Hall, E. Kornegay, R. Plaut, C. Ogletree (SGA), R. Alderson (GSA)

Absent: M. Bliznakov, P. Torgersen

1. Announcements

- (a) Chairman R. Dickman welcomed Geoffrey Chapman, editor of Spectrum, as an observer to the CFA meeting.
- (b) The next meeting of the CFA is scheduled for Wednesday, January 10, 1979, at 3:00 p.m.

2. Minutes

The minutes for the CFA meeting of November 8, 1978 were approved.

3. Promotion and Tenure Policies

notes
Dr. Perry presented the final version of recommended changes in the Faculty Handbook (pp. 24, 25) on "Promotion and Tenure" and "Guidelines for the Calculation of Prior Service" (see CFA minutes of October 25 and November 8 for previous discussions on this matter). The proposal would establish a maximum probationary period of 7 years for all ranks (i.e., the maximum period for Associate Professors would be raised from 4 to 7 years and that for Professors from 3 to 7 years). It would also allow prior service at another institution at a rank below assistant professor to be excepted from "prior service calculations", provided such service occurred before the terminal degree was awarded. The proposal was approved unanimously by the CFA. A copy is appended to these minutes. Chairman Dickman will present the proposal to the Faculty Senate for discussion at its January meeting.

note 4. Dislocation Allowance

Chairman R. Dickman appointed a subcommittee to consider the Report of the Ad Hoc Senate Committee on Dislocation, which had been referred by the Faculty Senate to the CFA. The subcommittee is comprised of R. Dickman, P. Hall, Associate Provost J. Perry, and E. Simpson, Director of Off-Campus Credit Programs.

note 5. Study-Research Leave Eligibility

On October 25, 1978, the CFA passed a clarification of the eligibility requirements for study-research leaves, stating that they "cannot be taken more frequently than once every six years." At the request of a faculty member, the liberalization of this requirement with regard to one-quarter leaves was discussed. No action was taken.

6. Adjournment

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Raymond H. Plaut
Raymond H. Plaut, secretary

RECOMMENDED CHANGES IN FACULTY HANDBOOK

The sections of the Faculty Handbook on pp. 24-25 labelled "Promotion and Tenure" and "Guidelines for the Calculation of Prior Service" shall be amended as specified below. These changes shall be effective for all faculty whose appointments with VPI&SU commence on or after July 1, 1979. Other faculty members who wish to have their standing relative to tenure consideration reviewed in the light of these changes may request such a review by the Provost during the period July 1 to October 1, 1979, on the recommendation of their department head and dean. The status of faculty members undergoing mandatory tenure review in 1978-79 cannot be affected by these changes.

CURRENT POLICY (*)

Promotion and Tenure

The University has a tradition of academic freedom. It accepts fully the "1940 Statement of Principles on Academic Freedom and Tenure" of the AAUP and the Association of American Colleges (*AAUP Bulletin*, September 1970, pp. 323-326) and the "Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments" (*AAUP Bulletin*, June 1971, pp. 206-210) as a working basis for assuring the rights and the responsibilities of its faculty members. Copies of the *Bulletin* are available from the Secretary of the Faculty Senate. Administrative officers welcome the opportunity to discuss with faculty members questions relating to professional and personal activities which may directly affect the welfare of the University as a whole.

When faculty members join the University, their notification-of-appointment papers contain the effective terminal date if the appointment is temporary. The beginning of the probationary period for faculty members on continuing appointments is taken as July 1 or September 1 of the calendar year in which they join the faculty, depending on whether they are on a 12-month or academic-year appointment, regardless of the month in which their services are initiated.

The initial appointment for Assistant Professors, and for Associate Professors and Professors employed without tenure is ordinarily for a period of not less than 2 years. Multiple-year appointments may be subsequently recommended. Instructors without tenure are appointed for one-year terms. The tenure decision normally is made in the year preceding the end of a probationary period of employment. The probationary periods, are as follows:

<u>Professor—3 years</u>	<u>Assistant Professor—7 years</u>
<u>Associate Professor—4 years</u>	<u>Instructor—7 years</u>

In some cases, tenure may be granted earlier. Only permanent full-time service in any of the above ranks will count toward tenure. Ordinarily a faculty member on leave (with or without pay) will not gain credit toward tenure for the period.

Faculty members will be notified in writing by the University Provost when they obtain tenure.

Appropriate service at other accredited 4-year colleges or universities will be credited against the above maximum time limits for the tenure probationary period in the following manner:

<u>Professor—usually no credit</u>
<u>Associate Professor—usually no credit</u>
<u>Assistant Professor—year-for-year credit up to a maximum of three years' credit</u>
<u>Instructor—year-for-year credit up to a maximum of three years' credit</u>

(*) Changes occur in the underlined sections

PROPOSED POLICY

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When faculty members join the University, their notification-of-appointment papers contain the effective terminal date if the appointment is temporary. The beginning of the probationary period for faculty members on continuing appointments is taken as July 1 or September 1 of the calendar year in which they join the faculty, depending on whether they are on a 12-month or academic-year appointment, regardless of the month in which their services are initiated.

The initial appointment for Assistant Professors, and for Associate Professors and Professors employed without tenure, is ordinarily for a period of not less than two years. Multiple-year appointments may be subsequently recommended. Instructors without tenure are ordinarily appointed for one-year terms. The maximum total period for probationary appointments is seven years. Decision as to tenure, if not made earlier, is made in the sixth year of probationary appointment.

Only full-time service in the rank of Instructor, Assistant Professor, Associate Professor, or Professor will count toward the probationary period and only in units of full years. An academic year in which a faculty member is on leave for at least one quarter will not count toward the probationary period unless there is specific exception granted by the Provost. Up to three years of appropriate service at other accredited four-year colleges or universities will be credited toward the maximum seven-year probationary period, as specified in the next section.

Faculty members will be notified in writing by the University Provost when they are granted tenure.

CURRENT POLICY (*)

Guidelines for the Calculation of Prior Service

New members of the faculty are notified by their department heads of their standing regarding the tenure system at the time of their initial appointment to a department and college of the University. Excepting temporary appointments with finite terms (including, most especially, lecturers and persons of faculty rank appointed expressly on sponsored research contracts), the faculty appointees are to be given clear notice of when their terms or probationary appointments will be considered for renewal and/or when consideration for tenure will be given. In this latter calculation, AAUP standards for assessing prior service will be observed. This is to say that up to three years of prior service (assuming this service to have been full time in an accredited four-year American college or university) will be granted. Exceptions to this rule may be granted only at the request of faculty members whose credentials are being reviewed and only under the following conditions: (1) the prior service appointment was held before the faculty member completed the terminal degree; and there was a significant gap between the prior appointment and appointment to the faculty at VPI&SU (ordinarily this gap must measure at least two years and must have been filled with full-time study culminating in the awarding of the terminal degree); or (2) the prior service was clearly in a discipline or field significantly different from the discipline to which the VPI&SU appointee is named. Faculty members shall declare their decisions relating to the relevant exception at the time of their initial appointments and the exception will be subject to the approval of the Dean and the University Provost.

PROPOSED POLICY (*)

Guidelines for the Calculation of Prior Service

New members of the faculty are notified by their department heads of their standing regarding the tenure system at the time of their initial appointment to a department and college of the University. Excepting temporary appointments with limited terms (including, most especially, lecturers, research associates, and visiting professors), the faculty appointees are given clear notice of when their appointments will be considered for renewal and when consideration for tenure will be given.

In this latter calculation, up to three years of appropriate full-time service in another accredited four-year American college or university will ordinarily be credited toward probationary service. Exceptions will be made at the request of the affected faculty members only under the following conditions: (1) the prior service appointment, at an institution other than VPI&SU, was held before the faculty member completed the terminal degree and was at the rank of instructor, lecturer, or other rank below assistant professor; or (2) the prior service was in a discipline or field significantly different from the discipline in which the appointment is made at VPI&SU. Faculty members shall request in writing the relevant exception at the time of their initial appointments and the exception will be subject to the approval of the Dean and the University Provost.