Faculty Senate Routing Form  
(action/proposal attached)

I. Item Title: Changes to Faculty Handbook section 4.04 D.1; Collegial Review and Confidentiality

   a) Brief Description:
The Collegial Review Council proposes additions to the Faculty Handbook section 4.04, Western these changes as a more effective means of communicating the importance of confidentiality in the collegial review process, and sanctions against committee members who breach committee confidentiality. Confidentiality is expected in terms of records, deliberations, and recommendations. Further, candidates under review are not to approach committee members concerning the disposition of their review. The resolutions outlines sanctions for breeches in confidentiality.

   b) Initiated by: __Collegial Review Council____

II. Faculty Senate Action: ☒ approved ☐ not approved ☐ other date: 12/1/2010

   Comments: The Faculty Senate approved these curriculum changes with a voice vote:

   Vote: ☐ Voice Vote, Unanimous ☒ Voice Vote, Majority In Favor: 25 yes, 1 no
   ☐ Electronic Clicker

   FS Secretary signature: ____________ date 1/16/2011 ____________

III. Provost: ☐ for information ☒ for action.................. ☐ approved ☐ not approved

   Comments: __________________________________________________________________________

   Person responsible for Implementation: ________________

   Provost signature: ________________ date 1/22/11 ________________

IV. Chancellor: ☒ for information ☐ for action.................. ☐ approved ☐ not approved

   Comments: __________________________________________________________________________

   Chancellor signature ________________ date 2-2-11 ________________

Once finalized copies will be returned to the Provost’s representative who will scan and distribute electronically to:

   Chancellor
   Provost
   Chair of Faculty Senate
   Secretary of the Faculty Senate
   Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
CRC Resolution 2: Changes to Faculty Handbook section 4.04 D 1

The Collegial Review Council proposes additions to the Faculty Handbook section 4.04, Western Carolina University Collegial Review, Section D: Procedures Guiding Collegial Review. The Council suggests the following changes as a more effective means of communicating the importance of confidentiality in the collegial review process, and sanctions against committee members who breach committee confidentiality.

Resolution:

4.04 D 1 currently states:

D. Procedures Guiding Collegial Review
1. The rule of confidentiality will guide the operations of all collegial review committees

Proposed change to 4.04 D 1

D. Procedures Guiding Collegial Review

1. The rule of confidentiality will guide the operations of all collegial review committees.

   a. All the committees and parties involved in the evaluation of tenure, promotion and reappointment cases agree to maintain the confidentiality of records, deliberations, and specific recommendations.

   b. Accepting appointment to departmental, college or university collegial review committees indicates agreement to confidentiality. Confidentiality of the tenure, promotion and reappointment process is to be respected forever, not just during that particular year of review. Members of collegial review committees participate with the understanding that all matters related to their deliberations remain confidential.

   c. Faculty candidates under review are discouraged from being not to approaching committee members at any time concerning the disposition of their review and should understand that inquiries of this type are deemed entirely inappropriate. Committee members are encouraged to report candidates who approach them requesting information regarding the review. Committee members must refrain from commenting on the disposition of a review to the faculty candidate.

   d. Violation of collegial review committee confidentiality, including but not limited to the dissemination of written or verbal information, discussion of proceeding or resolutions, should be reported to the appropriate dean and may result in sanctions against the offending faculty member and will be held confidential.

   e. In the case of departmental collegial review committee violations, appropriate sanctions will be determined by the department head in consultation with the dean and provost. In the case of college and university collegial review committee violations, appropriate sanctions will be determined by the dean and provost.
Appropriate sanctions will be determined in consideration of the gravity of the offense and the resulting damages. Sanctions, at a minimum, will include removal of the offending faculty member from the collegial review committee. Further sanctions may include warning or reprimand (verbal or written), permanent removal of the privilege of serving at any level of collegial review or on committees that consider confidential material such as candidate files. In the most severe cases of violation, “sufficiently serious as to adversely reflect on the individual’s honesty, trustworthiness or fitness to be a faculty member,” sanctions should be drawn from Faculty Handbook 4.09 D 1 c, Discharge or the Imposition of Severe Sanctions.

Faculty members who have been sanctioned have the right to appeal, as indicated in Article 4 of the Faculty By-laws and Faculty Handbook 4.10 (Grievance Process, 4.2.2 of the Bylaws of the General Faculty).