Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: **Modification of Faculty Handbook 4.04 E.7 and 4.04 E.8**

   a) Brief Description: The Faculty Handbook 4.04 E, "Roles, Responsibilities, and Procedures," dictates that Departmental (4.04 E.3c), College (4.04 E.4f), and University Collegial Review Committees (4.04 E.5d), "Provide each candidate with a written description of all the reappointment, tenure, promotion, and post-tenure review actions taken by the committee." Because Deans (4.04 E.7) and the Provost (4.04 E.8) are not similarly or explicitly charged to communicate in writing to candidates in these sections, and the Faculty Handbook 4.06 B.3 stipulates that "The candidate is informed in writing of the recommendation decisions and the vote count at each level of review within 5 working days following the vote at each level," a standardization of language and process in the Faculty Handbook may help to ensure timely and clear feedback and communication to candidates at every level of the review process.

CRC recommends the following additions be made to the Faculty Handbook

**Under 4.04 E.7, College Deans:**
4.04 E.7.g: "Inform the candidate in writing of his/her recommendation decision."

**Under 4.04 E.8, The Office of the Provost:**
4.04 E.8.h: "Inform the candidate in writing of his/her recommendation decision."

   b) Initiated by: CRC

II. Faculty Senate Action: [X] approved  [ ] not approved  [ ] other  date: 2/24/2011

   Comments:________________________________________________________
   __________________________________________________________
   __________________________________________________________
   FS Secretary signature: Laura Wright  date 2/28/2011

III. Provost:  [X] for information  [ ] Recognition of receipt
   [X] for action..................... [ ] approved  [ ] not approved

   Comments:________________________________________________________
   __________________________________________________________
   Person responsible for Implementation: Beth Loggins
   Provost signature: ___________________________  date 3/21/22
Chancellor: □ for information □ Recognition of receipt
□ for action...........☑ approved □ not approved

Comments: __________________________________________________________

______________________________________________________________

Chancellor signature    ___________________________ date 3-31-11

Once finalized copies will be returned to Nancy Carden 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)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
CRC Resolution: Modification of Faculty Handbook 4.04 E.7 and 4.04 E.8

Friendly amendments noted as double underlined

Whereas, the Faculty Handbook 4.04 E, “Roles, Responsibilities, and Procedures,” dictates that Departmental (4.04 E.3c), College (4.04 E.4f), and University Collegial Review Committees (4.04 E.5d), “Provide each candidate with a written description of all the reappointment, tenure, promotion, and post-tenure review actions taken by the committee,”

Whereas, Deans (4.04 E.7) and the Provost (4.04 E.8) are not similarly or explicitly charged to communicate in writing to candidates in these sections,

Whereas Faculty Handbook 4.06 B.3 stipulates that “The candidate is informed in writing of the recommendation decisions and the vote count at each level of review within 5 working days following the vote at each level,”

Whereas a standardization of language and process in the Faculty Handbook may help to ensure timely and clear feedback and communication to candidates at every level of the review process,

Be it resolved that, the Collegial Review Council recommends the following additions be made to the Faculty Handbook

Under 4.04 E.7, College Deans:
4.04 E.7.g: “Inform the candidate in writing of his / her recommendation decision."

Under 4.04 E.8, The Office of the Provost:
4.04 E.8.h: “Inform the candidate in writing of his / her recommendation decision.”