CRC RESOLUTION: FACULTY HANDBOOK SECTION 4.04

The Collegial Review Council recommends the following alterations to the Faculty Handbook, section 4.04 (Western Carolina University Collegial Review), to clarify current practices and expectations in the collegial review process. **Bold underlined items are additions.**

* 4.04 D.5 (Procedures Guiding Collegial Review): add statement to clarify deadline for AFE responses to department head statements.

5. Each faculty member has the right to place a written response to the AFE and

reappointment feedback in his/her AFE/TPR file. **Faculty responses to the department head AFE statement must be submitted to the department head prior to the first day of the Fall semester, unless stated as earlier within the DCRD.**

* 4.04 E. 3. (Roles, Responsibilities, and Procedures: Department Collegial Review Committees)

1. **Develop a clear process by which the committee will make a definitive recommendation.**

* 4.04 E .4 (Roles, Responsibilities, and Procedures: College Collegial Review Committees): clarify role of colleges in creating process

4. College collegial review committees

a. Receive the candidate’s reappointment dossiers in 2nd and 4th years (if

**required by college by-laws),** TPR dossier in 6th year, and dossiers in the event of a required administrative review.

b. Receive the recommendations from the department collegial review committee

and department head. These documents may be combined or separate.

c. Evaluate dossiers against the departmental criteria.

d. Assure that departments appropriately followed the procedures specified in

collegial review documents.

e. Develop written procedures to guide the review **process for** candidate dossier

**for reappointment and tenure / promotion review events (see 4.06 B.2).**

f. Provide each candidate with a written description of his/her reappointment,

tenure, promotion, and post-tenure review actions taken by the committee.

g. Develop a clear process by which the committee will make a definitive

recommendation.

**h. Work with deans to develop by-law recommendations for colleges for**

**reappointment review events (see 4.06 B.2).**

**i.** Work with deans to develop a procedure for making recommendations to the

University Collegial Review Committee.

* 4.04 E 8.c (Roles, Responsibilities, and Procedures: Office of the Provost): correction

c. Develops guidelines **annually** in collaboration with the Faculty Senate Collegial Review Council for the specific contents and format of the **application and** dossier.

* 4.04 E.12 (Roles, Responsibilities, and Procedures): Add new section to mandate that copies of AA-12s will be returned to candidates and departments along with final letters on all review actions.

**4.04 E.12 Final action and AA-12**

1. **AA-12s will be sent to candidates along with final letters of recommendation decisions on all review actions.**
2. **A copy of the AA-12 will also be sent to department heads.**