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 or changes.**

4.04 D.5 (Procedures Guiding Collegial Review)

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. **In review actions requiring a vote, a majority vote of the committee is required for a positive recommendation.**

4.04 E .4 (Roles, Responsibilities, and Procedures: 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.

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

**for reappointment, tenure, and / or promotion review actions (see 4.06 B.2).**

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

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

1. **In review actions requiring a vote (if required by college by-laws), a**

**majority vote of the committee is required for a positive recommendation.**

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

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

4.04 E .5 (Roles, Responsibilities, and Procedures: University Collegial Review Committee):

e. **Amajority vote of the committee is required for a positive recommendation.**

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

c. Develops guidelines **annually** in collaboration with the FacultySenate 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 and deans.**