

2020-2021 Handbook Changes Summary

1. Introduction (add after 3rd paragraph)

In certain circumstances, such as adverse or unexpected budget conditions, it may be necessary for the university to **make a temporary exception** to certain provisions of the Faculty Handbook. In those circumstances, the Provost will consult with Faculty Leadership and the FHC as practicable before making any **temporary** deviation from the Handbook. A final decision about any such **temporary** deviation will be reported to Faculty Leadership, the FHC, and any affected Faculty. In addition, the Provost may update the Handbook. Before making any substantive changes, the Provost will consult with the FHC.

2. **Subdivision 2.4f**

If a faculty member's appointment begins after the first day of classes, the six year probationary period will begin the following fall semester. (FHC, 2/21)

3. **Section 2.8 Emeritus Status** (Add)

See university Policies and Procedures, Policy 4.21 Emeritus Status. (FHC, 1/31)

4. **Subdivision 3.4a Evaluation File Access**

The Evaluation File shall be located and secured in the assigned departmental office or in a protected electronic faculty portal with controlled access. Faculty may add materials to their Evaluation File with the approval of the department head. Bulky materials, which are still considered part of the Evaluation File, may be located physically outside the file proper, provided a record of the material is included within the file. Department or University offices have the option of maintaining select documentation by providing protected and proper storage or databases for approved access for reviews in electronic format. PAC members may have access to the Evaluation Files **only** during evaluation time periods. (FHC, 9/13)

5. **Subdivision 3.5b Required Component: Annual Goals and Reflection**

All faculty shall develop annual goals, in consultation with the department head, for teaching (see [Subdivision 3.7b](#) for annual goals pertaining to scholarship, and [Subdivision 3.8b](#) for goals about service). Annual goals should be succinct and substantive, and documented in the Faculty Activity Report (FAR). The annual goals are discussed between the faculty member and the department head each fall for the purposes of discussing the faculty member's portfolio and professional development, as well as allocation of resources (see [Subdivision 3.13f Annual Meeting with Department Head](#)). The faculty member may request the PAC chair to participate in the meeting. Faculty should reflect annually on achieving these goals, feedback from teaching observations (see [Subdivision 3.5c](#)), student assessments (see [Subdivision 3.5d](#)), and faculty development efforts (if pursued). Faculty members should respond to accomplishments or concerns outlined in annual reviews and student assessments.

Faculty shall provide **annually** a reflection on student assessments and their teaching in their Annual Goals and Reflection within the Faculty Activity Report (FAR). This reflection shall connect student assessments to the faculty member's statement of teaching philosophy or specific aspects of teaching, and it shall document specific actions taken to improve teaching in response to feedback from assessments. Faculty reflection may also contextualize student assessments, for example, by connecting them to the level of the course (e.g., lower- versus upper-division/level), curricular needs being met by the course (e.g., general education students versus majors only), rigor of the course, and other relevant factors. Faculty may also reflect on other aspects of their teaching in this part of the FAR. (FHC, 2/21/20, #5)

For third-year probationary and all promotion, tenure, or post-tenure review cases, faculty will reflect cumulatively on all years since their last review by preparing a Faculty Narrative (see [Section 3.10](#)).

6. Section 3.10 Faculty Narrative for Promotion/Tenure Cases or Third-Year Reviews

Faculty are required to submit a Faculty Narrative document in their Evaluation File on or before October 15 when seeking promotion and/or tenure, and during the year three probationary review period. The narrative should be no more than five pages in length, single spaced in no smaller than 11-point font. This is distinct from the Annual Goals and Reflection component of the FAR referenced in Section 3.5b. The narrative shall address teaching/librarianship, scholarship, and service in the following ways. The section on teaching shall include (a) a reflection on teaching/librarianship, (b) improvements made across time and in response to student assessments and peer observations, and (c) future directions. The section on scholarship shall include (a) a bibliographic listing of peer-reviewed work for the period under review, separated by types of publications and presentations, (b) reflection on the quality and quantity of scholarly work, and (c) future directions. The section on service shall include (a) a bulleted list of service activities for the period under review, broken out by type of activity (e.g., international, national, regional, state, local, university, college, department, community, etc.), (b) reflection on the quality and quantity of service activities and contributions, and (c) future directions. (FHC, 2/21/20, #5)

Faculty shall complete their Faculty Reflection within the FAR (see [Subdivision 3.5b](#)) and the Faculty Narrative document (if applicable) to Meet Expectations or Exceed Expectations in Teaching.

Section 3.12 Calendar¹

FALL SEMESTER

7. August through September - Department Heads Meet with Individual Faculty Members

During the Fall semester, the department head shall have individual meetings with all faculty members eligible for an Annual Review. Department heads will meet with faculty (all ranks) seeking promotion or tenure by the end of September, and prioritize tenure-track faculty as practical. (FHC, 10/25, #9) The purpose of the meeting is developmental and formative, to review progress on the faculty member's previous year's goals, and discuss future short-term and long-term goals for the faculty member. (See [Subdivision 3.13f](#)).

8. December 15 - PAC Reports (See [Subdivision 3.14k](#))

PACs distribute their report(s) to the probationary faculty member, faculty candidate for promotion and tenure, renewable term instructor, or faculty member under consideration for post-tenure review by December 15. PACs also submit their report(s) to the department head, dean, and Evaluation File no later than December 15.

9. April 30 - Request Consideration for Promotion/Promotion & Tenure; Notification of Post-Tenure Review

1. By this date, faculty must submit written notification to the department head and PAC chair for consideration in seeking Promotion/Promotion & Tenure for the following academic year. Request for consideration may be made earlier, per department procedures. (See [Section 3.15](#)).
 2. Department heads notify tenured faculty who will complete post-tenure review in the following academic year in writing. (See [Section 3.16](#)). (FHC, 12/13, #11)
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10. Subdivision 3.14k PAC Reports

PACs shall submit recommendations through written reports to the probationary faculty member, faculty candidate for promotion or tenure, renewable term instructor, or faculty member under consideration for post-tenure review by December 15. PACs also submit their report(s) to the department head (for the Evaluation File) and dean no later than December 15. (see [Section 3.12 Calendar](#)). Such reports should reflect the PAC's comprehensive evaluation and collective judgments, as well as a report on the vote totals. For probationary or renewable term cases, see [Subdivision 3.14f](#) (yearly review) and [Subdivision 3.14g](#) (retention/continuance). For promotion and/or tenure cases, see [Subdivision 3.14i](#). For post-tenure review cases, see [Subdivision 3.14j](#). (FH, 10/25, #15)

11. Added to Paragraph 3.15a.1 Time in Rank

A clock stoppage means that the faculty member's tenure and promotion clock is stopped, and the year does not count toward tenure. (If stopped in year three, the following academic year will be considered year three, even if it is the faculty member's fourth year.) The faculty member is not evaluated by the PAC or department head in the fall of that academic year as the evaluation process stops. The faculty member does complete the FAR and is evaluated for merit in the spring. Any work completed by the faculty member during a clock stoppage year is added to the tenure/promotion Evaluation File. (FHC, 1/31/20, #6)

12. Added: Paragraph 3.15a.5 Denial of Promotion for Tenured Faculty

Faculty with tenure who are denied promotion continue their employment at their current rank. They are eligible for consideration for promotion the following year or any year thereafter. (FHC, 1/31/20, #5)

13. Subdivision 3.16j Outstanding Performance Rewards

Full professors who have received outstanding performance reviews during post-tenure review shall receive a monetary award as documented in [Section 9.2](#) (email from Mark Braun)

14. Subdivision 4.1c Faculty Office Hours

Faculty members who have teaching assignments are expected to schedule a minimum of one office hour per class, up to a maximum of three hours per week each semester. Days, times, and location of office hours should be appropriately matched to the schedule of the faculty member's teaching assignments. Additionally, faculty members should allow students an opportunity to meet outside of those times through a special appointment request. The mode of office hours offered should be matched to the mode of instruction for each course. Scheduled office hours should be posted and also included in course syllabi. The department office should be notified of scheduled office hours by the end of the first week of each semester. If a faculty member cannot attend office hours, students and the department office should be notified and a notice should be posted and/or entered in the online learning management system, as appropriate. (FHC, 2/21, #17)

15. Paragraph 4.15c.1

Only tenured faculty members are eligible to apply for Professional Development Assignments. A recipient of a Professional Development Assignment is ineligible for a subsequent Professional Development Assignment during the six academic years of active service following an award. A faculty member who receives a Professional Development Assignment is ineligible to receive a Summer Fellowship during the subsequent summer. (FHC, 1/31/20 #4)

16. **Section 9.2 Promotions**

Every faculty member promoted in rank shall receive at least three thousand dollars (\$3,000) to Assistant Professor; three thousand seven hundred dollars (\$3,700) to Associate Professor; and four thousand four hundred dollars (\$4,400) to Professor in addition to any across-the-board and incremental increases provided for by the applicable collective bargaining agreement.

Every renewable term Instructor promoted in rank shall receive three thousand dollars (\$3,000) to Associate Instructor; and three thousand seven hundred dollars (\$3,700) to Senior Instructor in addition to any across-the-board and incremental increases provided for by the applicable collective bargaining agreement.

Every Adjunct Instructor with a 50% or more appointment promoted in rank shall receive an additional \$100 per credit hour above the temporary (adjunct) rate provided in the applicable collective bargaining agreement as Associate Adjunct Instructor and an additional \$225 per credit hour above the temporary (adjunct) rate provided in the applicable collective bargaining agreement as Senior Adjunct Instructor.

17. **Subdivision 9.3b Awards**

Tenured full professors are eligible to receive three post-tenure awards based on their Summary Review (utilizing the cumulative criteria in the Departmental Standards and Criteria Document).

Paragraph 9.3b.1 Excellent Post-Tenure Performance Award

Eligible faculty who complete a Summary Review (utilizing the cumulative criteria) and have ratings of Exceeds Expectations in teaching/librarianship and Meets Expectations in the other two areas (scholarship and service) during the post-tenure review period shall receive a monetary award of \$250.

Paragraph 9.3b.2 Outstanding Post-Tenure Performance Award

Eligible faculty who complete a Summary Review (utilizing the cumulative criteria) and have ratings of Exceeds Expectations in teaching/librarianship; plus Exceeds Expectations in one other evaluation area and Meets Expectations in the third area (scholarship or service) respectively during the post-tenure review period shall receive a monetary award of \$500.

18. **Appendix D: Instruction Modes/Definition of Credit Hour Delete** (FHC 1/31/20, #9)

19. **Appendix E amendment:** Add a footnote to define “new” and “old” in the Grandfathering Table

“New” refers to the Departmental Standards and Criteria in place in FY2019-2020 or after. “Old” refers to the Departmental Standards and Criteria in place for each year prior to SY2019-2020. New PAC Procedures must be used in 2019-2020 and after. (FHC, 10/25, #6)