

Current Handbook (pg. 15): Arkansas Tech University subscribes, in policy and practice, to high standards of shared governance. The complex variety of tasks performed by institutions of higher learning require interdependence amongst the Board of Trustees, the administration, the faculty and students. The faculty has primary responsibility for advice and recommendations in such fundamental areas as curriculum, research, faculty status, and aspects of student life that relate to the educational process. Responsibility for faculty status includes making recommendations for appointments, promotions, tenure and termination. Advice and recommendations in these matters is made by faculty action through established procedures outlined in this Faculty Handbook.

Proposed Change: Arkansas Tech University subscribes, in policy and practice, to high standards of shared governance. The complex variety of tasks performed by institutions of higher learning require interdependence amongst the Board of Trustees, the administration, the faculty and students. The faculty has primary responsibility for advice and recommendations in such fundamental areas as curriculum, research, faculty status, and aspects of student life that relate to the educational process. Responsibility for faculty status includes making recommendations for appointments, promotions, tenure, and termination. Advice and recommendations in these matters is made by faculty action through established procedures outlined in this Faculty Handbook. When recommendations are not followed in the fundamental areas of curriculum, research, faculty status (e.g., the procedural aspects of the award of faculty rank, position, review, promotion and/or tenure), and aspects of student life that relate to the educational process, the administration should follow shared governance best practices and provide a written response, upon request, articulating why the recommendation was not followed. For the purpose of clarity, it is understood that the provisions of this paragraph shall not apply to individual personnel decisions regarding university employees.

Rationale: Clarify the parameters for shared governance.

Current Handbook (pg. 18): A tenure-track faculty member may receive approval for a leave of absence or an extension of the probationary period for extraordinary circumstances. The applicant requesting an extension must appeal in writing to the dean of the college. If the dean of the college determines that a leave of absence or extension of the probationary period is warranted, then a recommendation will be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs will indicate in writing whether the probationary period has been extended and specify its length in time.

Proposed Change: A tenure-track faculty member may request an extension of a probationary appointment to accommodate exigencies or unexpected hardships. A written explanation outlining the basis for the request must be submitted to the dean and if recommended by the dean, to the Vice President for Academic Affairs for final approval. The request must be submitted prior to the end of the academic year (last day of faculty contracts for spring term) preceding the final year of the faculty member's probationary period. The Vice President for Academic Affairs will indicate in writing, within 10 business days, whether the probationary period has been extended and specify the length in time of the extension.

Rationale: To use consistent language for requests to extend the probationary period.

Current Handbook (pg. 20): A complete credential file on each faculty member is maintained in the Academic Affairs Office. Each first-year faculty member will complete the "Faculty Record" and submit it to the Academic Affairs Office during the first week of the fall semester. The "Faculty Record" is housed in the Academic Affairs office and kept up-to-date by working with the faculty members and their department heads. Each faculty member will provide the Academic Affairs Office with up-to-date copies of all official college transcripts for inclusion in the individual's personnel file.

Portfolios for annual evaluation, mid-term review, promotion, and tenure may be submitted in hard copy or digital format per the timeline set by Academic Affairs. Digital format standards for portfolio submission will be established by the Faculty Senate in consultation with the Vice President for Academic Affairs.

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Portfolios for annual evaluation, mid-term review, promotion, and tenure may be submitted in ~~hard copy or~~ digital format per the timeline set by Academic Affairs. Digital format standards for portfolio submission will be established by the Faculty Senate in consultation with the Vice President for Academic Affairs.

All parties involved in the annual review and/or promotion and tenure process are expected to follow the evaluation, promotion, and tenure policies and procedures outlined in this section. Failure or refusal to follow the evaluation, promotion, and tenure policies and procedures outlined in the handbook may be considered a violation of the employment contract and result in disciplinary action. Special consideration in adapting the process to meet very specific and rare circumstances require application in writing and approval of the DPTC, Department Head, Dean, and Vice President for Academic Affairs prior to any exception.

Rationale: To use consistent language for digital portfolio submission. To stress the importance of the policies and procedures in the handbook being followed by all parties involved in the process.

Current Handbook (pg. 20): The Departmental Promotion and Tenure Committee (DPTC) performs annual and mid-term peer review evaluations of faculty. Additionally, DPTC members vote to recommend or not recommend tenure and promotion for tenured, tenure-track and instructor-track probationary faculty as applicable. Within the first two weeks of the academic year, the department head will call a meeting of the members of the DPTC. The DPTC will elect a chair to organize meetings, collect portfolios, and serve as the primary point of contact for the DPTC.

Proposed Change: The Departmental Promotion and Tenure Committee (DPTC) performs annual and mid-term peer review evaluations of faculty. Additionally, DPTC members vote to recommend or not recommend tenure and promotion for tenured, tenure-track and instructor-track probationary faculty as applicable. Portfolio preparation is highly recommended using the guidelines in the faculty handbook for faculty of all ranks, because a lack of information may impact applications for promotion or tenure.

In colleges where no departmental structure exists, a College-wide Promotion and Tenure Committee will be utilized. All of the policies and procedures will remain the same as described in this handbook with the exception that when the term “department” is referenced, it will be deemed to include the entire college if no departmental structure exists. In organizational structures that do not include a department head, when the term “Department Head” is referenced, it will refer to a designee of the Dean. This designee must serve as assistant dean, associate dean or in some other supervisory role.

Within the first two weeks of the academic year, the department head will call a meeting of the members of the DPTC. The DPTC will elect a chair to organize meetings, collect portfolios, and serve as the primary point of contact for the DPTC.

Rationale: Clarify the DPTC role in establishing and implementing portfolio guidelines and to allow for college structures that do not include departments.

Current Handbook (pg. 21): ... This report will be included in the portfolio of the faculty member for reference by the other evaluators in the tenure and promotion process. To avoid conflicts of interest, any member of the DPTC up for promotion review will be excused from the review and voting on their own materials, and the DPTC may include a qualified representative from a closely related field for that review and vote. DPTC members also shall recuse themselves or be excused by a majority vote of the DPTC in cases where other conflicts of interest may occur. A replacement may be appointed by the DPTC membership. Departmental Promotion and Tenure Committees with at least three members at the rank of full professor in the candidate's discipline will limit voting on promotion to full professor to those members with the rank of full professor in the candidate's discipline. In all other cases, DPTC voting on promotion to full professor will be limited to the three highest ranking members of the DPTC in the candidate's discipline or closely related field.

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Rationale: To move to a more appropriate section of the handbook (pg. 37). Wording changes at the beginning of this section are covered elsewhere in this document.

Current Handbook (pg. 37):

b. DPTC

DPTC members will individually vote to recommend or not recommend promotion for tenured, tenure-track and instructor-track probationary faculty. The DPTC will report the number of votes for and against each candidate's application for promotion along with a written explanation providing rationale or context for each recommendation not to grant promotion. This report will be included in the portfolio of the faculty member for reference by the other evaluators in the tenure and promotion process, and the portfolio will be submitted to the department head according to calendar deadlines established by the Office of the Vice President for Academic Affairs.

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DPTC members will individually vote to recommend or not recommend promotion for tenured, tenure-track and instructor-track probationary faculty. The DPTC will report the number of votes for and against each candidate's application for promotion along with a written explanation providing rationale or context for each recommendation not to grant promotion. This report will be included in the portfolio of the faculty member for reference by the other evaluators in the tenure and promotion process, and the portfolio will be submitted to the department head according to calendar deadlines established by the Office of the Vice President for Academic Affairs.

Voting on promotion to full professor should be limited to those DPTC members with the rank of full professor in the candidate's discipline. Cases in which a minimum of three full professors in a candidate's discipline are not available, voting on promotion to full professor will be limited to the three highest ranking members of the DPTC in the candidate's discipline or a closely related field as determined by the DPTC.

Rationale: To clarify the make-up of the DPTC for promotion to full professor.

Current Handbook (pg. 38-39): Eligibility is limited to those who have retired, and who have at least 15 years of consecutive service to Arkansas Tech University. Recommendations for emeritus status must be in writing, and may be made by any current member of the Arkansas Tech University community who holds faculty rank. Recommendations and all supporting documents will be reviewed by the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President in that order.

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Rationale: To establish a pathway for posthumous awarding of emeritus status.

Current Handbook (pg. 39): Administrators holding academic rank (teaching, scholarship and service less than 50%) will not be eligible to apply for promotion or tenure while serving as administrators.

Proposed Change: Administrators holding academic rank (teaching, scholarship and service less than 50%) will not be eligible to apply for promotion or tenure while serving as administrators¹.
This applies to those holding a permanent administrative position and not those serving in an interim administrative role.

Rationale: To clarify those holding an interim administrative position are eligible to apply for promotion and/or tenure.

Current Handbook (pg. 46):

2. Librarians may apply for promotion at times and under circumstances consistent with the calendar and with the criteria for promotion as stated above. It is the responsibility of the individual librarian to assemble all of the materials necessary for consideration under these criteria.

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Guidance for assembling materials may be found in “Appendix A. Portfolio Preparation.”

Rationale: To allow for electronic submission of portfolios for librarians