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October 17, 2016

**TO:** The Executive Committee

**FROM:** University Faculty members: David Fencsik, Don Gailey, Julie Glass, Matt Johnson, Derek Kimball, Ann McPartland, Jean Moran, Saeid Motavalli, Lynn Van Hofwegen, Mitchell Watnik (College of Science Council of Chairs)

**SUBJECT:** 16-17 FUFM 1: Revision of the Revision of RTP Procedures for Electronic Submission of Dossiers

**PURPOSE:** Referral to FAC

**ACTION REQUESTED:**

That the Executive Committee refer to FAC the issue of timeline for review of electronically submitted dossiers in RTP.

**BACKGROUND INFORMATION:**

The College of Science Council of Chairs requests that FAC clarify the RTP policy with regard to electronic submission of dossiers. The RTP Policy states (3.3.2h) that dossiers are submitted to the Department, not some other University official. For dossiers submitted on paper, the dossier is given to the Department Chair (as per 3.10.2) on or before the stated deadline and then may have additional materials placed in the dossier by adding that material to the dossier by getting access through the chairperson. After submission of the paper dossier, the College of Science chairs historically have allowed access to the dossiers to departmental RTP committee members, which is consistent with 10.2 of the policy, and have used the time to allow for committee members and themselves to do a preliminary review. Since the Department Chair knows when materials are added to the dossier after the original deadline s/he can inform committee members of the updates, as well.

However, the way that the electronic dossiers are handled is very different. The materials are submitted to a site on Blackboard where not even the Chair is notified; this is inconsistent with 3.2.h. After the submission deadline, candidates can add materials (as is the case with hard copies) up until the final deadline (October 23 for tenure and promotion or November 15 or February 1 for retention). Neither committee members nor the Chair are given access until the final deadline. After the final deadline, electronic access is given by the Campus Online Director (who has no role in RTP according to the policy, and would seem to be inconsistent with 10.2.1.c of the policy) to the committee members, who have as short a time as 2 weeks to consider the materials. (It was noted that some departments did not get the access in a timely manner last year. We also note that Department Chairs are unable to properly consider a candidate's extension request of 2 weeks, per 3.10.2 of the policy, under these circumstances.) After the deadline for the department committee, the Online Director then cuts off committee members' access and shifts access to the Chair.

Considering the detailed letters that the Department committees and the Chairs are supposed to write and the fact that these deadlines frequently coincide with midterms, the electronic dossiers pose a much greater challenge to the committees and Chairs than do hard copy dossiers.

We call upon FAC to explicitly state in the RTP policy that department committee members and Chairs (as appropriate) will have access to the electronic dossiers commencing with the submission deadline and be notified when materials get added after the deadline to ensure that nothing placed in the electronic dossier after the original submission goes unread.

We also call upon FAC to provide more guidance in 3.4.2 regarding what materials may or may not be inserted after the initial submission of the dossier.