**Proposed Change to ASU Faculty Handbook of Policies and Procedures**

**Promotion, Retention, and Tenure Committee Procedure**

**Submitted to the ASU Shared Governance Oversight Committee (SGOC)**

**February 7, 2014**

**By the College of Education and Behavioral Science PRT Committee 2013-2014**

**Members of the Committee: Dr. John D. Hall, Chair; Dr. Ron Towery; Dr. Paul Finnicum, and Dr. Amany Saleh**.

**Rational for the Proposed Change**

Given the current language in the ASU Faculty Handbook of Policies and Procedures (2006) in section IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures page 77 paragraph three it is possible for a pre-tenured faculty member to never see the annual written recommendations regarding retention that are forwarded by the department PRT Committee to the department chair. Similarly, it is also possible for a pre-tenured faculty member to never see the annual written recommendations regarding retention that are forwarded by the department chair to the college PRT Committee or to the dean. The proposed language requires the department chair to have the pre-tenured faculty member initial copies of both the department PRT Committee’s written recommendations and the chair’s recommendations to indicate the pre-tenured faculty member has received these recommendations prior to them being sent to either the college PRT Committee or the dean. It also calls for the chair to provide copies of these written recommendations to the pre-tenured faculty member. Unlike the current procedure these procedures ensure that the pre-tenured faculty member receives this critical feedback specific to retention.

**Existing ASU Faculty Handbook of Policies and Procedures Page 77 Paragraph Three Language:**

IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures

IV.d.1. *Department:*

The department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the

retention recommendations, add his or her own recommendations, and send them to the college PRT Committee or to the dean as determined by college procedures.

**Proposed ASU Faculty Handbook of Policies and Procedures Page 77 Paragraph Three Language** (changes are in red)**:**

IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures

IV.d.1. *Department:*

The department PRT Committee will review annually the progress towards tenure of all pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations and add his or her own recommendations. The chair will then have the pre-tenured faculty member initial copies of both the department PRT Committee’s written recommendations and the chair’s recommendations to indicate the pre-tenured faculty member has received these recommendations. The chair will then provide the pre-tenured faculty member with copies of these recommendations. The recommendations will then be sent to the college PRT Committee or to the dean as determined by college procedures.