

103 Cooley Drive  
P.O. Box 239  
State University, AR  
72467-0239

Monday, January 26, 2015


Phone:  
(870) 972-2280  
Fax:  
(870) 972-3417

**To:** Dr. Tim Hudson, Chancellor  
Arkansas State University

**From:** Jeffrey Pittman, Chair  
ASU Shared Governance Oversight Committee



**Subject:** Shared Governance Proposal - 14 FA 02 – Proposed Changes to ASU Faculty Handbook of Policies and Procedures



Last year, the ASU College of Education and Behavioral Sciences PRT Committee proposed changes in the ASU Faculty Handbook regarding the annual pre-tenure faculty review process. Under shared governance, this proposal was forwarded from the SGOC to the ASU Faculty Senate and the councils of the deans and the chairs. After comments and various changes in the proposal, the relevant constituency groups all approve of the proposal. Thus, the SGOC sends this proposal to you for your consideration.

**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 confirm through email or written hard copy verification that they did indeed receive both the department PRT Committee's written recommendations and the chair's recommendations prior to them being sent on 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.

**Current ASU Faculty Handbook of Policies and Procedures  
Page 77, Paragraph Three**

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**

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 copied (CC) and delivered by email or written hard copy to the pre-tenured faculty member and also forwarded to the department chair. If sent by email the message must contain a request for email verification of receipt that is printed and retained by the chair. If provided to the pre-tenured faculty member in written hard copy form the faculty member must in turn provide the department chair with written verification of receipt that is retained by the chair. The chair will review the retention recommendations and add his or her own 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

**Comparison between the current and the proposed language. The language changed by the proposal is noted below.**

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 copied (CC) and delivered by email or written hard copy to the pre-tenured faculty member and also forwarded to the department chair. If sent by email the message must contain a request for email verification of receipt that is printed and retained by the chair. If provided to the pre-tenured faculty member in written hard copy form the faculty member must in turn provide the department chair with written verification of receipt that is retained by the chair. The chair will review the retention recommendations; and add his or her own recommendations; ~~and send them.~~ 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.