

Revisions to HR23 and the Administrative Guidelines (Updated July 1, 2016)

Revisions to the 2016-17 Administrative Guidelines for HR23: Promotion and Tenure Procedures and Regulations are noted below:

II.D (Page 6) – Assessing the Scholarship of Research and Creative Accomplishment section was expanded.

III.C.5 (Page 8) – Inclusion of the faculty member's vita and narrative statement. Some colleges provide external reviewers a vita as well as a narrative statement which is different from the statement included in the dossier. The University Promotion and Tenure Committee requested copies of these two documents, i.e., vita and narrative statement provided to external reviewer, be included in the supplemental material folder.

III.C.12.a (Page 10) – Faculty members who were granted a stay of tenure or a leave may include additional evaluations beyond five years in order provide sufficient evidence of evaluations or teaching assessment.

V.A.3 (Page 16) – Addition of the expanded provisional tenure review years for the College of Medicine.

V.B.1-3 (Page 17) - Addition of the expanded provisional tenure review years for the College of Medicine.

V.E.3 (Page 19) – Addition of policy HR-21 requirement for all colleges to have guidelines for promoting fixed-term faculty.

V.G.3 (Page 20) – Clarification of when the University Promotion and Tenure Committee consults with the dean.

V.I.4, 5, 6.a (Pages 23-24) - Addition of the expanded provisional tenure review years for the College of Medicine.

VI (Page 25) – Revisions to the staying of the provisional tenure period as approved by the University Faculty Senate and the President.

Appendix B (Pages 32-33) – The *Timetable for 2016-17 Promotion and Tenure Reviews* has been updated.

Appendix C (Pages 34-36) – Inclusion of the staying of the provisional tenure statement.

Appendix F (Page 39) – Under *Dossier Dividers and Forms*, it is noted that the following dossier dividers have been revised. The University logo has been updated on the promotion and tenure forms and dividers.

- The Scholarship of Research and Creative Accomplishments (Pages 46-47) – Addition of the expanded provisional tenure review years for the College of Medicine. On second page of the divider, revision of the sixth bullet to include the impact in society of research scholarship and creative accomplishments.

- Service and the Scholarship of Service to the University, Society, and the Profession (Page 48) – Revision of the first bullet to include item #6, recruitment and retention activities, and #7, participation in development/fundraising activities. Added “Other” to the third bullet.

Appendix G (Page 52) – Addition of the maximum total of two years for staying of the provisional tenure period.

Appendix H (Page 53) – Addition of the expanded provisional tenure review years for the College of Medicine.

Appendix I (Page 55) – Being the Office of the Provost is moving towards a paperless office, immediate tenure cases are to be sent via e-mail as a scanned PDF document.

Appendix J (Page 57) – For out-of-sequence cases, only the original dossier is to be sent to the Office of Human Resources.