

MEMORANDUM

To: Fort Wayne Senate
From: Faculty Affairs Committee
J. Silver, Chair
Subject: Amendment of SD 88-13 (Procedures for Promotion and Tenure)
Date: March 5, 1999

Disposition: To the Presiding Officer for Implementation

WHEREAS, The mailing or delivering of notification of promotion and tenure decisions at different times to the parties (the candidate, and administrators and committee chairs at previous levels) is at present not a violation of the wording of 2.1 and 2.2 of SD 88-13; and

WHEREAS, It is preferable that notification be sent to all parties at the same time so that, all things being equal, notification will be received at the same time by all parties;

RESOLVED, Senate Document SD 88-13 (Procedures for Promotion and Tenure) be amended as follow:

Current

2.0 Case Process

2.1 All cases for promotion and/or tenure shall pass sequentially through the decision levels above.

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level.

The administrator or committee chair shall also send a copy of the recommendation and statements of reasons to ~~the previous level(s)~~.

Proposed

2.0 Case Process

2.1 All cases for promotion and/or tenure shall pass sequentially through the decision levels above.

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. **At the same time,** the administrator or committee chair shall also send a copy of the

recommendation and statements of reasons to **administrators and committee chairs at the previous level(s). Committee chairs shall distribute copies to committee members.**