

MEMORANDUM

To: Faculty Senate
From: Professional Concerns Committee
Re: Withdrawal of Application for Promotion During RPT Process – Revised
Date: March 1, 2018

At our meeting of February 15, 2018, PCC voted to recommend to Faculty Senate that the Faculty Handbook be amended to allow a faculty member to withdraw the application for promotion and/or tenure after receiving a negative recommendation from the departmental review committee. On February 26, 2018 Faculty Senate discussed this recommendation. During this discussion, several Faculty Senators raised practical concerns about whether the ten-day window for withdrawal recommended by PCC was too long. In particular, Senators were concerned that in the ordinary course, department chairs often take action on an RPT Committee's recommendation sooner than ten days after receiving such a recommendation.

Because the intent of PCC was to recommend that a faculty member should be allowed to withdraw an application before the department chair takes action, the Senate moved to remand the item back to PCC for clarification. Specifically, the Senate expressed a sense that the applicant should have only three business days to withdraw the application after receiving a negative recommendation from the RPT Committee, and that the Handbook should also specify that the department chair should not make any recommendation until those three business days have passed.

Accordingly, to implement Senate's directive, PCC now rescinds its earlier recommendation, and replaces it with the following revised recommendation:

Proposed Amendment to Faculty Handbook Section 3.2.6:

To enable a faculty member to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, a sentence should be added to the end of current Faculty Handbook Section 3.2.6 that would read:

After receiving a negative recommendation from the committee, the applicant may elect within three business days to withdraw the application and terminate the RPT process.

As amended, Section 3.2.6 would thus read:

3.2.6. DEPARTMENT/SCHOOL COMMITTEE: VOTING AND REPORTING

Each member of the committee shall have one vote. Each member is required to vote on each matter before the committee. A member who has not reviewed materials submitted by the applicant or fully participated in the committee

discussion of the applicant cannot vote on that applicant. The recommendation of the committee shall be reported in writing to the department chair or school director and must be characterized as either unanimous or non-unanimous. The recommendation of the committee will reflect the committee's deliberations and must be signed by all committee members. In cases where the committee vote is not unanimous, support for both positive and negative votes must be included in the recommendation. In the case of a tie vote, the committee's recommendation will be deemed a positive recommendation. A copy of the recommendation will be given to the applicant. **After receiving a negative recommendation from the committee, the applicant may elect within three business days to withdraw the application and terminate the RPT process.**

Proposed Amendment to Faculty Handbook Section 3.2.7:

To ensure that the department chair does not take action on a recommendation from an RPT Committee before the applicant has time to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, the words **“No sooner than three business days. . .”** should be inserted at the beginning of current Faculty Handbook Section 3.2.7. As amended, Section 3.2.7 would then read as follows:

3.2.7. CHAIR/DIRECTOR

No sooner than three business days after receipt of the committee recommendation, the department chair or school director shall make a recommendation to the dean in writing. The chair or director may consult with the department or school committee prior to making a recommendation, but not with committee members individually. As part of his or her deliberations, the department chair or school director may meet with the applicant to aid in his or her decision. The reasons for the department chair's or school director's recommendation, whether positive or negative, shall be included in the recommendation. The department chair or school director shall forward his or her recommendation, the department or school committee's recommendation, and the applicant's file to the appropriate dean. A copy of the department chair's or school director's recommendation shall be given to the applicant and all members of the department or school committee.

CONCLUSION

The PCC recommends that Faculty Senate should approve the preceding amendment to Sections 3.2.6 and 3.2.7 of the NKU Faculty Handbook.