

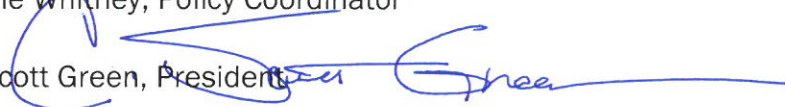


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DATE: May 7, 2021

TO: Francesca Sammarruca, Faculty Secretary
Barbara Kirchmeier, Faculty Senate Chair

CC: Torrey Lawrence, Provost and Executive Vice President
Diane Kelly-Riley, Vice Provost for Faculty
Diane Whitney, Policy Coordinator

FROM: C. Scott Green, President 

SUBJECT: Temporary Emergency Policy changes to FSH 3500, Promotion & Tenure

I have considered the resolution of the Faculty Senate supporting the enactment of three temporary emergency policies additions to FSH 3500 to ensure an appropriate process for the upcoming promotion and tenure cycle in 2021-22.

Pursuant to FSH 1460 C-3, I hereby adopt the changes as outlined in the attachment. It is effective as of the date of my signature and will continue until resolved and revised in the upcoming year by FAC and Faculty Senate, though no more than 180 days from above date.

Background regarding the Temporary Emergency Policy Requests
May 5, 2021

Item 1: Contents of External Review Materials of Extension Faculty

Problem: FSH 3500 requires external review only of scholarly and creative activity for faculty going up for promotion and/or tenure. The policy was written without consideration to the nature of work of tenure line extension faculty, whose scholarly and creative activity are uniquely connected to their work in outreach and extension.

The Faculty Affairs Committee supports the revision of FSH 3500 D-2.e. and D-2.e.4. to require external review of outreach and extension, in addition to scholarly and creative activity, for tenurable extension faculty seeking promotion or tenure, but did not complete revisions in time for inclusion in the Spring 2021 University Faculty Meeting.

Since there won't be a faculty meeting to approve policy changes until fall 2021, it is important to enact this temporary policy change to bridge the gap. Input is being sought from Faculty Senate before approaching President Green with the request.

Proposed Solution: In order to accurately and validly assess Extension faculty's work, the policy needs to be updated to reflect their unique appointments and work in the upcoming review cycle. CALS has requested that a temporary emergency policy be enacted to require tenure line Extension faculty up for promotion and/or tenure in AY 2021-22 to include materials sent out for External Peer Review from their work in Scholarly and Creative Activity and Outreach and Extension. They would remain limited to sending out four samples of work from these combined areas.

A temporary emergency policy pursuant to FSH 1460 C-3 would be in effect for no more than 180 days. The faculty can approve or disapprove it as a permanent policy change during that period using the usual approval process.

Item 2: Exemption from External Review Requirement for NTT faculty with 5% or less of
scholarly and creative activity

Problem: FSH 3500 requires external review for all faculty with any percentage of scholarly and creative activity on their position description in the promotion and tenure policies. The policy was written without a complete understanding of the impact this would have on the sizable population of non-tenure track faculty who have averaged 5% or less allocated to scholarly and creative activity when they go up for promotion. To secure external reviews for the work of these faculty from tenured faculty in the discipline is very labor intensive and challenging. Additionally, there needs to be a discussion with college and unit leadership to clarify the ways percentages are assigned to faculty position types.

Since there won't be a faculty meeting to approve policy changes until fall 2021, it is important to enact this temporary policy change to bridge the gap. Input is being sought from Faculty Senate and FAC before approaching President Green with the request.

Proposed Solution: In order to bridge the gap between discussions about position description allocations regarding scholarly and creative activity and the appropriateness of exempting some faculty from external review requirements with the upcoming review cycle, a temporary emergency policy needs to be put in place to exempt non-tenure track faculty with percentages that average 5% or less for scholarly and creative activity from external review. Multiple colleges—Law, CLASS, EHHS, for example—have inquired about this possibility. If this temporary policy were enacted, it would exempt non-tenure track faculty with position description allocations of 5% or less from the required external review in the promotion cycle in AY 2021-2022.

A temporary emergency policy pursuant to FSH 1460 C-3 would be in effect for no more than 180 days. The faculty can approve or disapprove it as a permanent policy change during that period using the usual approval process.

Item 3: Option to Include a COVID Impact Statement with the Candidate Statement Outlined in FSH 3500 D-1-b

Problem: FSH 3500 does not include a COVID impact statement as part of the P&T review process. Given that COVID had such a significant and different impact on faculty work, faculty have requested the option to include a one-page COVID impact statement with the Candidate Statement outlined in FSH 3500 D-1-b.

Proposed Solution: The inclusion of an optional, one-page COVID impact statement allows all faculty to state the impact of the pandemic on their work. Such disruptions include, but are not limited to conference cancellations, delays in publication schedules, and cancellation of public events and performances. Additionally, faculty productivity may have been affected by the disruption in the pandemic which required a move to online or alternate course instruction. The Provost's Office will provide guidance on appropriate material to include in the COVID Impact statement. Faculty request that the language of FSH 3500 D-1-b be amended to include a sub-sub section 3 to read:

FSH 3500 D-1 b. Candidate Statements. This section is limited to eight pages with an additional, optional one-page COVID impact statement.

1. Context Statement. A Context Statement, written by the candidate, describing the candidate's academic unit and the candidate's responsibilities within his or her unit as established in the position description. It is intended to inform reviewers about the candidate's academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe

the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. If applicable, the candidate shall indicate his or her choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2.a.2.

2. Personal Statement of Accomplishment. The candidate has an opportunity to interpret their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion and/or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement explains the nature of the faculty member's activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of faculty choice.

**** NEW 3. COVID Impact Statement (Optional) In one page, the candidate may describe both the positive and/or detrimental effects of the pandemic on the mix or balance of their work activities and on the types and amount of work outcomes that they were able to achieve during the period of review. Candidates may describe such effects across the four areas of consideration: Teaching; Scholarly and Creative Activity; Outreach and Extension; and/or University Service and Leadership.**

A temporary emergency policy pursuant to FSH 1460 C-3 would be in effect for no more than 180 days. The faculty can approve or disapprove it as a permanent policy change during that period using the usual approval process. Future deliberation can determine the ways in which subsequent COVID impact statements are included.

Redlined updates in FSH 3500 for Temporary Emergency policies

D. PROMOTION AND TENURE DOSSIER. All materials provided by the candidate and by the unit administrator shall be compiled together into a single dossier in the manner prescribed by the provost's administrative guidance (B-2 herein).

D-1. Materials to be Provided by the Faculty Member. The candidate shall submit the following materials:

a. Current Curriculum Vitae. The curriculum vitae in the required UI format.

b. Candidate Statements. This section is limited to eight pages with an optional one-page COVID impact statement for a maximum of nine pages.

1. Context Statement. A Context Statement, written by the candidate, describing the candidate's academic unit and the candidate's responsibilities within his or her unit as established in the position description. It is intended to inform reviewers about the candidate's academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. If applicable, the candidate shall indicate his or her choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2.a.2.

2. Personal Statement of Accomplishment. The candidate has an opportunity to interpret their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion and/or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement explains the nature of the faculty member's activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of faculty choice.

3. COVID Impact Statement (Optional) In one page, the candidate may describe the effects of the pandemic on their work activities and outcomes during the period of review. Candidates may describe such effects across the four areas of consideration: teaching; scholarship and creative activity; outreach and extension; and university service and leadership.

c. Evidence of Accomplishment. Evidence of accomplishment may be provided for each area of responsibility in the position description. Evidence could include examples of scholarly work, teaching evaluation materials, letters of support, etc. This shall not include additional narrative written by the candidate regarding promotion or tenure. This section has no page limit.

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D-2. Materials Provided by the Unit Administrator. The unit administrator shall provide the following materials to the candidate, in the format prescribed by the provost's administrative guidance (B-2 herein), at least 10 business days prior to the deadline specified in D-3.a herein:

a. Bylaw Sections. College and unit bylaw sections that cover the following areas:

1. Annual review process and annual performance criteria.
2. Criteria for promotion and tenure. If criteria change during the period under review, the candidate shall choose the version of the criteria by which he or she will be evaluated. If a candidate does not select a version, the version in effect at the time of submission shall be used.

b. Position Descriptions and Annual Evaluations. Copies of the candidate's position description(s) (FSH 3050) and annual evaluations (FSH 3320) for the period under review.

c. Teaching Effectiveness. If teaching is included in the candidate's position descriptions, copies of all of the candidate's student course evaluation summaries (RGP II.G.6.e) for the period under review and peer evaluations of teaching for the period under review as prescribed by the provost's administrative guidance (B-2 herein). The candidate may supplement this section to include other evidence of teaching effectiveness as outlined in FSH 1565 C-1.a.

d. Prior Reports. Copies of any third-year review committee reports and periodic review reports made during the period under review, along with the associated unit administrator's and dean's reports (as applicable) and any responses by the faculty member to the reports.

e. External Peer Reviews. The unit administrator shall obtain three to five external reviews of the candidate's performance in the area of scholarly and creative activity as defined by FSH 1565 C-2-. In the case of tenurable and tenured faculty in Extension, the external review shall focus on the candidate's performance in the areas of scholarship and creative activity and outreach and extension. External review shall not be conducted for faculty undergoing third-year review or for non-tenure track candidates for promotion with an average of 5% or less responsibility for scholarship or creative activity in their position description during the review period. except in the case of third-year review or faculty without responsibility for scholarship or creative activity as defined by FSH 1565 C-2-. All review letters received shall be included in the dossier.

1. **Qualifications of Reviewers.** External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate's expertise. If the review is to be in support of promotion, each reviewer shall be at, or above, the rank the candidate is seeking. Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.

2. Selection. The reviewers to be solicited shall be chosen by the unit administrator, but at least two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. If the unit administrator cannot obtain letters from two reviewers on the candidate's list, the unit administrator shall ask the candidate to identify further potential reviewers. The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

3. Request Letters to the External Reviewers. The letters of request to the reviewers shall be based on a template provided by the provost.

4. Materials Provided to the External Reviewers. The unit administrator shall provide only the candidate's CV, position descriptions for the period under review, candidate statements from D-1.b herein, and up to four examples of the candidate's scholarly and creative activity chosen by the candidate. In the case of tenure line faculty appointments with extension, the four examples shall include the candidate's scholarly and creative activity and extension and outreach work chosen by the candidate. The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers.

5. Criteria for External Review.

- a) The review shall be limited to the candidate's scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member's position description(s).
- b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer's institution or other professional organizations.
- c) The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers' anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.

f. Additional Review Letters.

- 1. In the case of interdisciplinary appointments, administrators of units holding the minority of the candidate's appointment (see A-1.d herein) may provide an additional review letter.
- 2. In the case of a candidate based at a UI center, the center executive officer may provide an additional review letter.