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*Joint Administration-Faculty Commission on the Faculty Manual*  
**Proposed Change in the Faculty Manual:  
Revision of the "Application Document"  
for Promotion and Tenure  
February 23, 2005**

*Summary:* The purpose of the proposed changes is to help faculty who are applying for promotion and tenure. The changes (the new words added to a section of the Faculty Manual) would require an applicant (Petitioner) to do the following when preparing an "Application Document": (1) Submit supporting documents and information in the format and order that is outlined in the *Statutes of the Faculty* (Faculty Manual). (2) Provide a list of items submitted. (3) Include some evidence to show that the Petitioner has kept abreast of his/her field.

These changes will help to make sure that an Application Document is complete and clearly presented.

**Motion:**

1. **That the section of the *Statutes of the Faculty* (Chapter V, B.1.c) on the "Application Document" be changed**

**FROM:** . . .The Petitioner is expected to supply material for his/her Application Document. Part I is prepared by the Petitioner and given to the office of the Vice President for Academic Affairs/Dean of Faculty. This office assembles Parts I and II into the Application Document . . .

**TO:** [*Bold type indicates a revision of or addition to the original text.*] . . .The Petitioner is expected to supply material for his/her Application Document. **The Petitioner prepares Part I. The material presented by the Petitioner for Part I exactly follows the format and the order of information outlined below and is clearly labeled. In other words, a complete Curriculum Vitae is first; the Rationale is next and addresses all the categories asked for in c.(2) below, especially information concerning the criteria for promotion and tenure; and all the other material submitted is grouped according to the categories listed below and is labeled. To insure that something important has not been omitted or lost, the Petitioner is expected to provide a list of items submitted for Part I of the Application Document.**

**The completed Part I of the Application Document is given to the office of the Vice President for Academic Affairs / Dean of Faculty. This office assembles Parts I and II (letters) into the Application Document. The Application Document should be compact and contain the following: . . .**

**and**

43           **2. That Part I (2) of the Application Document – the Rationale for promotion**  
44           **and tenure (found in the *Statutes of the Faculty* at Chapter V, B.1.c (2)) – be**  
45           **changed as follows:**

46

47           **FROM**

48           This Rationale, besides describing the Petitioner’s academic activities during the  
49           previous years, should also mention his/her goals for the future.

50

51           **TO**

52           **Petitioners are expected to provide a statement describing their**  
53           **continuing development in scholarship after they earned their degrees**  
54           **and their scholarly activities after a previous promotion or after**  
55           **receiving tenure. This would include a description of their activities to**  
56           **keep abreast of their field (e.g., attending conferences), their plans for**  
57           **continuing their scholarly activities, and their goals for the future.**

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59           [End of Motion]

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62           ***Rationale:*** The Rank and Tenure Committee, the Vice President for Academic  
63           Affair/Dean of Faculty, and the President read and evaluate the Application Document.  
64           An Application Document could be seriously weakened if these readers frequently have  
65           to guess which material was submitted to support which category or criteria under which  
66           heading. Reviewing the completed Application Document will be greatly facilitated if  
67           petitioners follow the order of items for the Application Document as specified in the  
68           *Statutes of the Faculty* (Faculty Manual). In addition, a list of items submitted would  
69           provide assurance that the file is complete when it is reviewed and evaluated.

70

71           The current *Statutes of the Faculty* does not clearly state how Petitioners should present  
72           evidence to show that they continue to keep abreast of their field. As a result, some  
73           applicants neglect to address this topic and this omission weakens their case for tenure or  
74           promotion.

75

76

77           ***History:*** In 2002-03 the Rank and Tenure Committee noticed problems with some  
78           Application Documents they were reviewing: (1) The Documents were confusing  
79           because it was difficult to match up the material in them with the information required by  
80           the *Statutes*. (2) Petitioners neglected to mention their continuing activities in their fields.  
81           Barbara Sylvia, a former member of the Commission on the Faculty Manual, prepared a  
82           draft Motion that addressed these problems. The Commission revised this draft and on  
83           January 26, 2005 approved this present Motion. Revisions to the Rationale were added on  
84           February 23.