TO: Susan Quisenberry, Chair of the Academic Program Committee
FROM: June R. Aprille, Provost and Vice President for Academic Affairs
DATE: October 2, 2006
RE: Request for Board of Trustee Approval of Changes in Wording to Tenure and Promotion Process for the Robins School of Business

At a faculty meeting on September 28, 2006, the members of the Robins School of Business faculty voted to incorporate some wording changes to their current tenure and promotion process in the Faculty Handbook. Changes to the Faculty Handbook formally require both University Faculty and Board of Trustee approval. The changes have my endorsement, and have been reviewed and approved by Bud Schill for transmittal to the Trustees for vote at the October meeting. University Faculty will vote on the changes at their next meeting in early November.

The purpose of the changes is to explicitly state that the letters from outside reviewers will be included in the candidate’s packet for the department’s review. The document has been silent on this, because in practice the letters were solicited too late in the process to be available for the departmental review and thus by default were available only to successively higher levels of review (school Tenure and Promotion Committee, Provost, and President).

The business school has already changed the timing of the outside letter solicitation so that the letters now are received early enough to be included in the case at the departmental stage of review, pending approval of the wording change by the Trustees in October and by University Faculty.

The entire policy may be viewed at http://provost.richmond.edu/facresources/handbook/handbook_vi_rsb.htm. The proposed insertions to Part C3b of Appendix VI in the Faculty Handbook are as follows (underlined).

Second paragraph under “Tenure”:

“As soon as reviewer names are forwarded to the Tenure and Promotion Committee chair a standard cover letter is sent to each of the reviewers soliciting a written review of the candidate's scholarship, which is to be sent to the Tenure and Promotion committee chair. The cover letter requests external reviewers to evaluate a sample of the candidate's scholarship and the candidate's overall contributions in scholarship based on the candidate's vita. Materials sent out for review include the candidate's vita, scholarship products selected by the candidate, and a copy of the "Standards,
Procedures, and Process for Tenure, Promotion, and Ongoing Faculty Performance Reviews in the Robins School of Business." The cover letter also requests that each reviewer attach his or her vita to the review. External letters received by the Tenure and Promotion Committee are forwarded to the candidate’s department chair and become part of the candidate's materials. All external letters are confidential and are removed before the materials are returned to the candidate.

Third paragraph under “Tenure”:
“In the case of tenure, which normally includes promotion to Associate Professor, the tenured members of the candidate's department (excluding that department's member of the Tenure and Promotion Committee) evaluate the credentials of the candidate, including the external review letters, and hold a meeting to discuss the candidate's performance.”

Fourth paragraph under “Promotion to Full Professor and the Full Professor Committee”:
“As soon as reviewer names are forwarded to the chair of the Full Professor Committee a standard cover letter is sent by the Full Professor Committee chair to each of the reviewers soliciting a written review of the candidate’s scholarship. The cover letter requests external reviewers to evaluate a sample of the candidate’s scholarship and the candidate’s impact on the literature in a specific area of specialization. Materials sent out for review include the candidate’s vita, scholarship products selected by the candidate, and a copy of the “Standards, Procedures, and Process for Tenure, Promotion, and Ongoing Faculty Performance Reviews in the Robins School of Business.” The cover letter also requests that each reviewer attach his or her vita to the review. External letters received by the Full Professor Committee are forwarded to the candidate's department chair and become part of the candidate’s materials to be reviewed at higher levels. All external letters are confidential and are removed before the materials are returned to the candidate.”

Cc: Gilbert E. Schill, Jr., Esq.
    William E. Cooper, President