Proposal to Amend

VI. Appendix: The Robins School of Business Personnel Policies and Procedures of the University of Richmond Faculty Handbook

At its meeting on October 16, 2009, the Robins School faculty approved a change to the last section of Part C of Section VI relating to the process for considering tenure and rank for outside candidates. The proposed revision provides more guidance to the candidate regarding suggested materials for the portfolio as well as the timeline for review.

The Current Process, as approved by the Board of Trustees, May 11, 2007

4. Tenure and Promotion for Outside Candidates as Part of the Hiring Process

In cases where rank and tenure are part of the hiring process, faculty involvement in the process occurs in the search committee and in the department where the candidate’s appointment occurs. Candidates for these positions are informed in a timely manner that evidence of effective teaching, scholarly activity and service is required when they apply for the position.

The Tenure and Promotion Review Committee is then asked to review the candidate. Reviews by the Tenure and Promotion Review Committee are conducted in a short time frame without data comparable to the reviews conducted for internal candidates. Though this review may be perfunctory, the Tenure and Promotion Review Committee reserves the right to evaluate all candidates for tenure and rank and make the recommendation it deems to be appropriate to the Dean.

The Proposed Process (bold is new language, strike out is old language)

Tenure and Promotion for Outside Candidates as Part of the Hiring Process

In cases where rank and tenure are part of the hiring process, faculty involvement in the process occurs initially in the search committee and in the department where the candidate’s appointment occurs. Candidates for these positions are informed in a timely manner that evidence of effective teaching, scholarly activity and service is required when they apply for the position. All candidates invited to campus are expected to submit such evidence in the form of a dossier; if such evidence is not provided at the time they apply for the position, candidates will be provided no more than 3 weeks after the invitation to campus to prepare the dossier. Suggestions for the types of materials to be included as evidence are described elsewhere in this document. A summary listing will be provided to the candidate. Tenure and promotion process information will be communicated to outside candidates by Chair of the Tenure and Promotion Committee.

The Tenure and Promotion Review Committee is and, in the case where the rank of Full Professor is being considered, the Full Professor Committee is then asked to review the candidate. The Tenure and Promotion and Full Professor committees will have no less than 2 weeks to review documents after they are received and make their recommendation to the appropriate decision maker, the Dean, Provost, or President. Reviews by the Tenure and Promotion Review Committee are conducted in a short time frame without data comparable to the reviews conducted for internal candidates. Though this review may be perfunctory, Nonetheless, the Tenure and Promotion Review Committee reserves the right to evaluate all candidates for tenure and rank and make the recommendation it deems to be appropriate to the Dean.