TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Elaine Blakemore, Chair

SUBJECT: Proposed amendment to SD 88-13 (Procedures for Promotion and Tenure)

DATE: March 26, 2003

Whereas, the Senate Faculty Affairs Committee has approved the following changes to SD 88-13, Procedures for Promotion and Tenure

Be It Resolved, That the Senate approve the following changes to SD 88-13

2.0 Case Process

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair to be included with the case when it is sent forward to the next level. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate’s response, if any, to administrators and committee chairs at the previous level(s). Committee chairs shall distribute copies to committee members.