

MEMORANDUM

TO: Faculty Senate

FROM: The Faculty Affairs Committee 

RE: Edits to Sections III.C.5.b of the *Faculty Manual*

DATE: December 1, 2021

The Faculty Affairs Committee recommends to the Faculty Senate the additions highlighted in **red** to Sections III.C.5.b of the *Faculty Manual*:

Page 82, Paragraph two of Section III.C.5.b: Procedures for Promotion

In consultation with the department chair or unit head and the relevant college committees on promotion, the academic dean will decide which promotion cases are to be forwarded to the provost and will notify each candidate of the decision, in writing, within ten (10) business days. If the decision is to not forward the packet, the faculty member will be given a written justification. In addition, the faculty member will be given a minimum of five (5) working days to exercise the right to have **their** packet forwarded to the provost, regardless of the dean's decision. **If the faculty member requests to have their packet forwarded for review by the provost against the recommendation of the dean, the faculty member may write and submit a one-page letter justifying their request.**