

**Faculty Affairs Committee**  
**February 4, 2016**

The following resolution was passed during the December 1, 2015 Faculty of Arts & Sciences meeting:

Resolved, that the Faculty of Arts and Sciences asks the Faculty Affairs Committee to report to the Faculty at its February 2016 meeting and to clarify and affirm in a Faculty resolution what standards alone are proper for consideration in tenure and promotion cases.

In response to the resolution above, the Faculty Affairs Committee offers the following statement:

The standards that are to be used when reviewing each dossier submitted for tenure and promotion are the standards that originate in the department and/or program of the candidate for tenure and/or promotion. These department and program standards are the only standards for tenure and promotion that have been reviewed and approved by the Personnel Policy Committee and the Procedural Review Committee.

The content that these standards are applied to include the candidate's CV and narrative, the outside evaluators' letters documenting scholarly/creative activity, student course evaluations, and any other documentation the candidate wishes to include. As the dossier moves through each phase of the process, this content will be reviewed anew in relation to the department/program standards. Additional content will be added during each phase of the process including the department/program's committee report(s), the Chair/Director letter(s), the College-wide RPT committee report, the Dean's letter, and the Provost's letter.

The FAC recommends that the Dean and CCPD communicate the following to departments and faculty:

1. We suggest that each department/program provide a copy of their standards to each new faculty member.
2. We suggest that departments/programs review their standards collectively at regular intervals to maintain the clarity of their intent. In particular we recommend that a standards review take place as part of every external department/program review.
3. We suggest that a copy of each department/program's standards for tenure and promotion be included within each dossier.
4. We suggest the Faculty of Arts & Sciences develop a list of names of faculty willing to serve as mentors on an informal basis to any faculty member preparing to submit a dossier for promotion to full professor. Ideally the faculty on this list would have served on RPT within the previous five years.