POLICY E 7.0 ANNUAL REVIEW AND DEVELOPMENT OF FACULTY

Edit Proposed by FAC
BACKGROUND

• Three related charges in regard to deans, department head
  o Evaluations and who provides input
  o Possible release of results of evaluations and POWs
  o Evaluate how search firms are selected and review E8.0 regarding the search for administrators to determine if a revision is necessary
SET OF CHARGES TO BE ADDRESSED IN TWO STAGES

- Proposed wording change this year that specifies that all faculty are reviewed by a manager.

- Carry-over the charges to next year and consider proposing a new policy for formalizing a more systematic process that includes all constituents.
A. The immediate supervisor of each full-time faculty member shall ensure that an annual written evaluation is placed in the employee’s record. This expectation applies to all full-time faculty job categories, including instructional, research, and administrative faculty. Those who are eligible for contract renewal shall participate in the annual performance review process as described below.
MOTION

Academic Senate approves the added wording to E7.0 as proposed by the Faculty Affairs Committee that specifies all full-time faculty, regardless of job category, are to have an annual evaluation.
POLICY E 6.1 POLICY ON FACULTY HONORARY TITLES

NEW POLICY PROPOSED BY FAC
E 6.1 MOTION

The Academic Senate approves the proposed Policy E6.1 Policy on Faculty Honorary Titles

I. Policy Statement

II. Emeritus Faculty
   A. Candidate Criteria
   B. Privileges
   C. Procedure

III. Distinguished Professor
   A. Candidate Criteria
   B. Procedure
   C. Distinguished Professor Award Committee

IV. Endowed Chair

Motivations: E6.0 Changes, Opportunity to Clarify
PAST LANGUAGE - EMERITUS

• Past E6.0 Language (22 SEP 2014), “Emeritus”

Section I: ..... 

Non-tenure track: Emeritus/emerita faculty | Title granted to permanent faculty at time of retirement if awarded emeritus status

Section VI.D: Emeritus/Emerita Faculty

• This title recognizes meritorious service to the university by an individual professor in terms of teaching, scholarship, and service to the university. A tenured Professor or associate professor who retires in good standing or who retires in good standing but continues to teach may be granted the title of professor emeritus/emerita. The title may also be given to Professors who have left for another institution but are still working full time. Recommendation as to the award of the emeritus/emerita title are initiated by the dean and directed to the provost and to the president for final action. In special circumstances, the provost may ask the college (of the candidate) promotion committee to evaluate the request to award the title of “emeritus/emerita” to the faculty member. Professors emeriti/emerita may retain privileges as agreed upon by the college and the university.
**Introduction & Criteria**

- The honorary title of Emeritus is an honor, designating a retired full-time faculty member as having demonstrated substantial contributions during their professional career at RIT.
  - Tenure-track and non-tenure-track faculty are eligible
  - Meets the expectations of his or her rank as evidenced by annual reviews
  - “Emeritus” will follow the rank of the faculty member upon retirement, such as Professor Emeritus or Lecturer Emeritus
PROPOSED - EMERITUS

Privileges

1. Lifetime listing in university catalogues and directories
2. Participation in university public ceremonies
3. With permission of the department head, authorization to serve on or chair a thesis and dissertation committee or engage in other research or educational activities within the university.
4. Based on availability and the recommendations of the department head and the dean and with the concurrence of the provost, use of office and/or lab space, equipment, and other campus facilities to support scholarly work and/or educational activities.
PROPOSED - EMERITUS

Procedure
- Initiated by the active or retired faculty member, the faculty member’s supervisor, or a faculty colleague on his/her behalf
- Send nomination to the department head (DH) of the unit where retirement occurs/occurred
- Documentation:
  - letter of nomination,
  - a brief synopsis of contributions and achievements as a faculty member at RIT, and
  - may include an optional letter of support from one colleague.
- The DH shall verify that the candidate meets the criteria and forwards a recommendation for or against along with submitted materials to the dean. The dean forwards recommendation along with documentation to the provost for final decision.
- Written notification of the decision shall be sent to the candidate.
- Under unusual circumstances, the provost, in consultation with the chair of Academic Senate, can revoke the Emeritus honorary title.
PAST LANGUAGE - DISTINGUISHED

- Past E6.0 Language (22 SEP 2014), “Distinguished”

Section I: ..... In certain, very unusual circumstances, the provost may approve a faculty rank preceded by “distinguished” for a person widely recognized for his/her knowledge and expertise.

Section II.D.5.h:

Provost/President: ..... To form a promotion recommendation, the provost may call upon the dept chair, the college promotion comm., or the dean for clarification or additional information and may meet with any of them to reconcile opposing views. The provost may convene the chairs of each of the college promotion committees when:...... In special circumstances, to evaluate a proposal the title of "distinguished" to a faculty member who is a person widely recognized for his/her knowledge and expertise.
Introduction & Criteria
• This title is awarded very selectively to tenured Professors whose accomplishments bring special recognition to RIT. These individuals have made special contributions to the intellectual advancement to the university as a whole.
• Consistent record of quality performance which has resulted in significant, positive impact on or recognition to the university on a national or international scale as demonstrated by one or more of the following:
  • A substantive record of scholarly achievement commensurate with national and international standards within the specific discipline
  • A recognized record of exemplary teaching and innovative pedagogy, or lasting educational contributions
  • A clear record of service beyond normal expectations.
Procedures

Nomination for Distinguished Professor status is initiated by the candidate’s dean or by an RIT Professor. Self-nominations are disallowed.

Documentation shall include:
- a letter of nomination;
- the candidate’s current, comprehensive Curriculum Vitae;
- two internal letters of support; and
- two external letters of support.

Materials shall be forwarded to the dean or completed by the dean (if he or she is the nominator). The dean then notifies the provost in writing that the process has been initiated. The dean forwards her or his recommendation, with the supporting materials, to the provost. The provost shall then forward the nomination and all supporting materials to the Distinguished Professor Award Committee.
Distinguished Professor Award Committee

- Provost maintains the Committee and convenes as needed
- Includes a Professor elected from each college (serving staggered 3-year terms).
- Committee shall review the candidate
- 2/3 majority vote is needed for an overall recommendation (no abstentions or avoidances of voting by absence)
- Deliver written recommendations, including the vote and any dissenting opinions, to the provost, who shall make the final decision.
- Approved candidates will be recognized at the annual President’s Address to the Community.
- Under unusual circumstances, the provost, in consultation with the chair of Academic Senate, can revoke the honorary Distinguished Professor title.
PAST LANGUAGE - ENDOWED

• none
Introduction

- Endowed positions are conferred for a variety of reasons and in accordance with the funding parameters.

- Each endowed chair position shall have published written guidelines for appointment of a faculty member that stipulate at a minimum: term length (including renewability) and review criteria for reappointment if appropriate.
NEXT YEAR

University Professor honorary title – new language
Endowed Chair – investigate expanding current proposed language
E 6.1 MOTION

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