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9 **POLICY**
10 **RECOMMENDATION**
11 **Amendment F to**
12 **University Policy S15-7**
13 **Retention, Tenure and Promotion**
14 **for Regular Faculty Employees: Procedures**
15 **Regarding Department Chair Participation on RTP Committees**
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18 Resolved: That S15-7 be amended as shown in the ~~strikeout~~ and underline of the
19 following excerpt from the policy.

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21 *Rationale: This amendment is provoked by several issues that have been brought to*
22 *the attention of the Professional Standards Committee during the transition*
23 *to the new RTP policies. These amendments relate to a clause in the*
24 *Collective Bargaining Agreement (CBA) about the participation of*
25 *Department Chairs on department RTP committees. For reference, that*
26 *clause reads as follows:*
27

28 15.40 b. Department chairs may make separate recommendations. Such
29 recommendations shall be forwarded to subsequent levels of review. If
30 the chair makes a separate recommendation, s/he shall not participate as
31 a member of the peer committee. (CBA, 2014-2017)

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33 *First, the 1998 RTP policy was silent about who would chair a department*
34 *RTP committee, leaving the matter to the discretion of the Committee. S15-*
35 *7 designated that the Department Chair would chair the committee if serving*
36 *as a member. In practice this is often the most convenient arrangement,*
37 *since Chairs are generally responsible for supervising the process at the*
38 *department level. However, it was brought to our attention that certain large*
39 *departments prefer to elect chairs of their RTP committees other than their*
40 *Department Chair—in part to spread workload—in part to allow faculty who*
41 *may be more senior and experienced to hold the job. Furthermore, this is*
42 *particularly important in departments that have Associates as Chair of the*
43 *Department.*

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45 *Second, there has been ambiguity about whether Chairs MUST serve on an*
46 *RTP committee if elected to it—thus forfeiting their right under the CBA to*
47 *write a separate Chair's evaluation. This amendment removes that*
48 *ambiguity by making it clear that the Chair may decline to serve on the*
49 *committee. We believe this comports more closely with the CBA.*

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51 *Third, the old policy required Department Chairs who were not serving on*
52 *the committee to write a separate recommendation. The CBA says they*
53 *"may." We bring the university policy into conformity with the CBA by using*
54 *the word "may."*
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57 Approved: Under Review by the Committee

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59 Vote: (8-0-1)

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Present: (Chin, He, Marachi, Hamed-Hagh, Kauppila, McKee, White, Peter, Donahue)

Absent: (Kimbarow)

Financial Impact: No direct impacts.

Workload Impact: No direct impacts except to shift workload from some Department Chairs to other faculty.

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**POLICY
RECOMMENDATION
Amending
S15-7, University Policy, Retention, Tenure and Promotion
for Regular Faculty Employees: Procedures**

3.2.10 Department Chair participation. A Department Chair is eligible to serve on the department committee, and if elected to the committee the Chair of the Department shall ~~serve as Chair of the committee and shall~~ not write a separate Chair's recommendation. If the Chair is not elected to the department committee or if the Chair declines to serve on the committee then the Chair may ~~shall~~ write a separate recommendation. The Chair of the Department may participate in either capacity only if he/she is of sufficient academic rank as per 3.2.5. Such recommendations shall be forwarded to the college level along with the recommendations of the department committee and any responses to the departmental level recommendation(s) supplied by the faculty member.