**FHB 2.6.2.2.3 (page 99) current phrasing:**

Form A is to be submitted by candidates for promotion or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's departmental or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. Members of the academic community will submit to the chair of the Rank and Tenure Committee, by December 15, letters of evaluation. All individual letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson, and by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file.

**FHB 2.6.2.2.3 (page 99) proposed changes:**

Form A is to be submitted by candidates for promotion or tenure. Form A asks the candidate for promotion or tenure to address the appropriate criteria listed in this *Faculty Handbook*, and to provide supporting evidence. Form B is to be submitted by the candidate's departmental or program chair. Form B asks the candidate's department or program chair to address the candidate's credentials in light of the *Handbook* criteria, to consider the assessments of the candidate's departmental or program colleagues, and to make an individual a *departmental* recommendation. The candidate's colleagues are asked individually to recommend promotion or tenure, addressing the *Handbook* criteria. In addition to the departmental evaluation contained in the Form B, individual members of the greater academic community – SMC administrators, faculty, or staff, or colleagues from external institutions – will may also submit to the chair of the Rank and Tenure Committee, by December 15, letters of evaluation. All individual letters of evaluation are confidential. Any such letters received by the Dean of the School, a department chairperson, or by the Student Rank and Tenure Committee should be forwarded immediately to the chair of the Rank and Tenure Committee to be placed in the candidate's confidential Rank and Tenure file. Individual letters received from on-campus sources (e.g., current faculty or staff, emeriti faculty, current students, etc.) will be accessible to candidates undergoing review, along with the Form B, the dean letter, and the recommendation from the Student Rank and Tenure Committee. Individual letters received from off-campus sources (e.g., colleagues at other academic institutions) will not be accessible to candidates undergoing review.
c. The chairperson’s or program director’s letter and the Dean’s letter setting forth their recommendations in a Rank and Tenure case will be shared with the candidate no later than the time of its submission to the Rank and Tenure Committee. The Dean, chairperson or program director, and the Rank and Tenure Committee shall not include or reference confidential materials in the candidate’s file in a manner which could reveal their existence or their source.

d. If a question arises concerning a breach of confidentiality or misuse of the information gathering process by a member of the Rank and Tenure Committee, the other members of the Committee should consider the matter together and take whatever action the Committee deems appropriate.

e. Other than current members of the Rank and Tenure Committee, those who have access to confidential information in Rank and Tenure files are the President, the Provost, the Dean of the School for school faculty, and department chairpersons (or program directors) for department faculty (or program faculty). (See section 2.6.2.2.4 Review of Department Chairperson or Program Director.)

Starting with the 2015-2016 academic year, the only items in the confidential Rank and Tenure file that shall remain inaccessible to candidates undergoing Rank and Tenure review will be (1) individual letters from off-campus sources, (2) individual letters received during, or prior to, the 2014-2015 academic year, and (3) recommendations received from the Student Rank and Tenure Committee during, or prior to, the 2014-2015 academic year. (See section 2.6.2.2.4 Review of Department Chairperson or Program Director.)
FHB 2.6.2.4 (page 103) current phrasing:

2.6.2.4 Student Rank and Tenure Committee Procedures

1. By July 15 of each year, the Provost shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.

2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.

3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access through the Office of Academic Affairs to the previous spring teaching evaluation forms for all such candidates.

4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

5. During the Spring Term, members of the Student Rank and Tenure Committee assist the Office of Academic Affairs staff in conducting course evaluations for those instructors potentially under review by the Faculty Rank and Tenure Committee the following academic year.

FHB 2.6.2.4 (page 103) proposed changes:

2.6.2.4 Student Rank and Tenure Committee Procedures

1. By July 15 of each year, the Provost shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.

2. The Student Rank and Tenure Committee chairperson meets with the Rank and Tenure Committee at the latter's organizational meeting in the fall term to present a description of the student committee's techniques for evaluating and recommending candidates for tenure and promotion.

3. Members of the Student Rank and Tenure Committee will endeavor to distribute teaching evaluation forms during the fall term in the classes of candidates for promotion and tenure. Members of the Student Rank and Tenure Committee will be given access through the Office of Academic Affairs to the previous spring teaching evaluation forms for all such candidates.

4. The Student Rank and Tenure Committee presents formal written recommendations on promotion and tenure to the Rank and Tenure Committee no later than January 15.

5. During the Spring Term, members of the Student Rank and Tenure Committee assist the Office of Academic Affairs staff in conducting course evaluations for those instructors potentially under review by the Faculty Rank and Tenure Committee the following academic year.

6. As noted above (FHB sections 2.6.2.2.3 and 2.6.3.2e), faculty candidates being considered for promotion or tenure will be able to access the formal written recommendation provided by the Student Rank and Tenure Committee. This access will commence with Student Rank and Tenure evaluations for the 2015-2016 academic year; evaluations from previous years will remain inaccessible to candidates undergoing Rank and Tenure review.