

## MEMORANDUM

TO: CFA

FROM: Steering Committee

RE: Revision to Timeline Charge and Subdivision of the RPD

DATE: September 18, 2019

### **Background:**

On March 7, 2018, CFA received the following charge:

Steering asks CFA to review the memo from the Faculty Senate Executive Board and to determine whether clarification of the beginning date for terms on department PRC's is needed. If CFA determines that clarification is needed, it should gather preliminary testimony electronically from academic department chairs. Following this, CFA should prepare a preliminary recommendation and gather testimony from the faculty following Tier II guidelines.

Steering accepted CFA's recommendation not to make changes to the timeline.

On October 18, 2018, Steering received a memo from the Faculty Senate Executive Board. The memo raises two issues. The second issue again raises the question about the start date for PRCs.

1. The date by which the candidate is notified of the CPTC recommendation and therefore the date when appeals can be held. The Faculty Senate Executive Board notes that the dates in the Reappointment and Promotions Document (RPD) may have been influenced by the old TCNJ academic calendar, one that had a shorter winter break and one that did not account for the fact that we offer on-campus and global winter courses. Affected faculty may be teaching at the time of an appeal.
2. The RPD is ambiguous in regard to Departmental Promotion and Reappointment Committees (PRCs). The date for departmental elections and the date by which these results are to be communicated to Academic Affairs are clearly indicated, the date that the term begins is not. Given that departmental personnel decisions are made throughout the year (spring reappointment and tenure decisions, fall promotion decisions, alterations

in the timeline due to qualifying life events, and 5-year reviews) the term start date should be explicit.

On November 7, 2018, Steering charged CFA with the following:

1. Throughout the timeline which outlines responsibilities and deadlines and specifically with respect to appeals, CFA should consider either stating deadlines **or** specified time periods. The RPD currently uses both specific dates and time periods. For example, see VI. SUMMARY CHART OF RESPONSIBILITIES AND DEADLINES (pp. 44-45 of the 2017 RPD). CFA should consider seeking input from the department chairs, CPTC, the Provost, and other stakeholders deemed appropriate by CFA.
2. In light of the Faculty Senate's memo, CFA consider specifying a date on which departmental PRCs begin their term. See B. Selection of Committee Members (p. 47 of the 2017 RPD). CFA should consider seeking input from department chairs, David Blake, and other stakeholders deemed appropriate by CFA.

After working with the RFP on the charges above, CFA requested that Steering amend the charge to allow them to subdivide the RFP into four sections (Timelines, Reappointment, Promotion, & 5-Year Review). The rationale for doing so is:

1. Updating the timelines, as needed, would be done in one place (a separate timeline document) and not in multiple places throughout the RPD document. This will help prevent errors.
2. Librarians and faculty would more easily be able to identify and work with the elements of the RPD that apply to them.

Steering agreed that a revision to the RPD document would be beneficial to faculty and librarians and agreed to charge CFA accordingly. Steering notes that the 5-year review process is not part of the RPD and will therefore not be covered by this charge.

**Charge:**

In keeping with the timeline outlined below, Steering charges CFA to subdivide the RPD into 3 documents:

1. Reappointment
2. Promotion
3. Timelines

Documents on Reappointment and Promotion should have hyperlinks, where appropriate, to the timeline document and should not give specific dates or time periods. As per the charges issued on November 7, 2018, specific dates or time periods in the processes for reappointment and promotion should only be articulated in the timeline document. The timeline document should be unambiguous and be consistent in either using specific dates or time periods. Timelines should allow for thoughtful implementation of specific requirements of the reappointment or promotion processes (e.g., time for review of materials) while being respectful of the College's academic calendar.

**Testimony Tier:** Tier II from Faculty and Librarians

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

**Timeline:** CFA should begin work immediately on the charge, with the goal of completing a preliminary recommendation by December 2019. CFA should submit a Final Recommendation to Steering by the end of the Spring 2020 semester.