

**FACULTY MEETING**  
**March 4, 2016**

**MOTION**

The Committee on Appointments, Promotions, and Tenure proposes the following changes (added language in red) to the Faculty Handbook Part One, Section VIII, Article E.5.j (Procedures for Tenure, p. 129) and Part One, Section XIII, Article F.2.a.xiii (Procedures for Promotion, p.134):

j. Candidates recommended for tenure shall have access to written materials in the tenure file immediately after the Dean of the Faculty/Vice President for Academic Affairs has made the recommendation known to the candidate, with the exception of solicited letters of evaluation written by department colleagues, departmental colleagues required to write in accordance with department or program personnel procedures, colleagues internal to the college, or colleagues external to the college, which shall remain confidential. These materials may only be reproduced by hand written notes.

and

xiii. Candidates (recommended or not recommended) for promotion shall have access to written materials in the promotion file immediately after the Dean of the Faculty/Vice President for Academic Affairs has made the recommendation known to the candidate, with the exception of solicited letters of evaluation written by department colleagues, departmental colleagues required to write in accordance with department or program personnel procedures, colleagues internal to the college, and colleagues external to the college, which shall remain confidential. These materials may only be reproduced by hand written notes.

**RATIONALE:**

According to the current FHB, only solicited letters received by CAPT from full-time tenure-track faculty and from writers- and artists-in-residence who are in at least their third year are confidential. Departments, on the other hand, often solicit letters from full-time non-tenure track faculty in at least their third year. CAPT proposes the application of the “confidentiality of letters” to all faculty ranks.