

FACULTY MEETING  
March 5, 2021

### MOTION

The Promotions Committee moves that the following edits be made to the Faculty Handbook (Part One, VIII, F. 2. vi.—p. 132). *[Deleted language is struck through. New language in **bold.**]*

vi. All full-time faculty and those holding shared appointments in the departments concerned and in at least their third year of service (in ranks defined in Part One, Article VI [Appointments to the Faculty], Sections A [Tenure-Track Appointments] and E [Non-Tenure-Track Appointments], number 2b [Artist or Writer-in-Residence] shall be consulted and shall write letters to the Chair. ~~The Department Chair must also request letters from Program Directors and from other Department Chairs if the candidate has offered courses in other programs or departments.~~ **In consultation with the candidate, the Department Chair may request letters from program directors and other chairs if the candidate's affiliation with, or contribution to, another program or department has been especially consequential. If the candidate holds a proportional appointment, colleagues from both departments/programs must evaluate the candidate.** Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend promotion, and why, according to the criteria for continued service. The Chair's letter shall present the Chair's individual position as well as the department's. All these letters shall be forwarded to PC.

**Rationale:** Many faculty affiliated with interdisciplinary (ID) programs offer courses that are cross-listed in other departments and programs. Mandating letters from all these chairs and directors raises concerns about workload. Moreover, these chairs and directors typically do not have access to promotion files. Thus, these letters can be overly brief, anecdotal, or duplicative of information that can be gleaned from a file elsewhere. Furthermore, the current FHB language of "must also request" is not consistently followed in practice. The PC wishes to keep the review process fair, equitable, streamlined, and effective for all.