

**FACULTY MEETING**  
**May 1, 2026**

MOTION

The Office of the DOF/VPAA proposes revisions to the Faculty Handbook to clarify the confidentiality of unsolicited letters. ATC and PC were consulted on these changes. The proposed revisions prevent inconsistencies in the treatment of such letters for tenure and promotion and bring NTT faculty participation within departments in line with the CBA.

RATIONALE

The proposed changes to the Faculty Handbook are intended to reduce ambiguity regarding the confidentiality of unsolicited letters in the tenure and promotion process.

The changes also seek to prevent inconsistencies in how unsolicited letters are treated for tenure and promotion. Currently, unsolicited letters for tenure are to be kept at the President's Office. No similar process is indicated for unsolicited letters for promotion. With the change, unsolicited letters for both processes will be handled in a similar manner.

The proposed revision to the confidentiality of unsolicited letters written by departmental colleagues allows for NTT faculty participation within departments in these processes in a way that aligns with the Collective Bargaining Agreement (CBA). Confidentiality protects NTT faculty members who participate in departmental review processes from potential retaliation by colleagues under consideration for tenure or promotion. It also supports more objective assessments from faculty.

**Current Language:**

Part One, Section VIII.E.5.d, p. 122 and j, p.123 **[For Tenure]**

d. Unsolicited letters received by ATC must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook. Such letters will be stored in a confidential file labeled "Unsolicited Letters" and kept in the President's Office as required by law. Within seven days of the date stipulated by the annual ATC calendar for receipt of all letters, the Chair of ATC will give the candidate a list of names of those who have written unsolicited letters about the candidate.

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.

Part One, Section VIII.F.2.a.ix, p. 127 and xiii, p. 128 [For Promotion]

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.

**New Language (revision in red):**

Part One, Section VIII.E.5.d, p. 122 and j, p.123 [For Tenure]

d. Unsolicited letters received by ATC must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook. Such letters will be stored in a confidential file labeled "Unsolicited Letters" ~~and kept in the President's Office as required by law~~. Within seven days of the date stipulated by the annual ATC calendar for receipt of all letters, the Chair of ATC will give the candidate a list of names of those who have written unsolicited letters about the candidate.

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, ~~and unsolicited letters written by departmental or program colleagues~~ which shall remain confidential. These materials may only be reproduced by hand written notes.

Part One, Section VIII.F.2.a.ix, p. 127 and xiii, p. 128 [For Promotion]

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, ~~and unsolicited letters written by departmental or program colleagues~~, which shall remain confidential. These materials may only be reproduced by hand written notes.