

Overview

- "Beige Book" "Effective January 1, 2012
- Materials available at http://provost.illinoisstate.edu/ faculty/tenure.shtml
- Confidentiality is a major critical feature: See ASPT I.D, pp. 7-8.
- · Make no promises

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ISU ASPT Policies Overview

Appointment

- Search Best Practices integrate ASPT & HR policies, State/Federal requirements, shared governance
- Search Committee Training
 - Developed by HR and Provost's Office

 - Managed by HR
 Required for all who review applicant materials, whether formally appointed to search committee or not
- Sample offer letter ("letter of intent")
- Credit toward tenure: IX.B.2, p. 31

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Annual Performance Evaluation

- Faculty submit reports **Jan 5** for previous calendar year
- DFSC/SFSC evaluation of teaching, research, service, and overall by Feb 1
 - Department/School guidelines
 - Overall evaluation: satisfactory or unsatisfactory
- Determines salary increase per Department/School policies Unsatisfactory overall = **ineligible for raise**
- Appeal to CFSC

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Annual Performance Evaluation Letters

Are extremely important

- · Based on Assignment Letter
- Feedback on achievements and concerns
 - Developmental: appreciation or opportunity for correction and improvement
 - Documentation: for later decisions
- Required statement of progress toward tenure and promotion (XII.B)

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ISU ASPT Policies Overview

Reappointment Review

- Non-reappointment is recommended by DFSC/SFSC (consultation w/Dean & Provost)
- CFSC Appeal: Procedural grounds
- Official Notice from Provost:
 - 1st Academic Year-March 1/3 months
 - 2nd Academic Year-Feb. 1/6 months
 - After two years, 12 months (May 15)
- Please give the provost's office time!

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ISU ASPT Policies Overv

Promotion and Tenure

- Faculty submit dossiers Nov 1 of 6th year: 5 years 2.5 months after hire
- Pausing the Probationary Period
 - Leave of absence: IX.B.1, p. 30
 - Stop-the-clock: IX.B.3, p. 31
- Early Tenure "unusual;" reapplication possible: V.C.2.b., p. 20; IX.B.4, p. 32

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Promotion and Tenure

- DFSC/SFSC Recommendation:
 - Intended: By Dec 1
 - Final: Dec 15
- CFSC Recommendation:
 - Intended: Feb 1
 - Final: Mar 1
- Provost Recommendation:
 - Non-Appealed: Mar 21
 - Appealed: Apr 30

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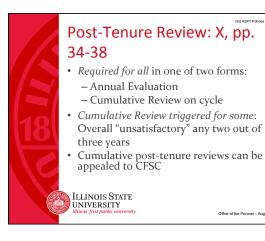
ISU ASPT Policies Over

Promotion and Tenure Appeals to FRC

- *Intent to appeal*: Within 5 days of receipt of CFSC recommendation
 - Appealable: DFSC/SFSC, CFSC, Chair/ Director, or Dean recommendations
 - Not appealable: Minority Reports
- Written materials in support of appeal: Due by Mar 15
- AFEGC referral possible
- FRC recommendation: Apr 15

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Overview of Appeals Processes: Annual Evaluation, P&T, Post-Tenure

- Informal Resolution: clarification
- Formal Meetings: XIII.D
 - -Presentation of arguments and supplemental material
 - -Meeting with the recommending
 - Required to retain right of appeal

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Overview of Appeals Processes: Annual Evaluation, P&T, Post-Tenure • *Appeal*: Written statement - Rationale and supporting materials -Made to the *appellate* body -Possible hearing • AFEGC referral when indicated Illinois State university