Attachment F

Proposed changes to FAC process and procedures (includes APAP 410.2.E and Bylaw I,C,4.)

Proposed changes to APAP 410.2.E

2) Membership
   a) Two tenured faculty members from each of the academic divisions of the university. Two members of the same department may not serve concurrently.
   
   b) A faculty member shall not serve during a year in which he/she is applying for promotion.

3) Procedures for tenure and promotion recommendations:
   a) Committee members shall evaluate the candidate’s portfolio prior to the interview process.

   b) All interviews and deliberations are the responsibility of the full committee; at least 5 members must be present and all divisions must be represented for all interviews.

   c) The following people shall be interviewed.
       i. Division Chair and Department Chair of the candidate
       ii. All tenured members of a candidate’s department
       iii. 2 professional contacts (either internal or external to the institution) identified by the candidate
       iv. 2 students (preferably upper level) who have taken 2 or more courses from the candidate, selected by the candidate
       v. 2 students (preferably upper level) who have taken 2 or more courses from the candidate, selected by the Chair of FAC from a list generated by the Registrar.
       vi. Additional faculty members and students as deemed necessary by the committee
       vii. The candidate shall be interviewed after all other interviews are complete.

   d) Members shall recuse and absent themselves from all interviews and deliberations pertaining to any faculty member applying for promotion and/or tenure from their respective departments.

4) Procedures for other business
   a) The committee will develop its own procedures for all other assigned tasks.
Proposed changes to Faculty Handbook Bylaw I.C.4.

4. The Faculty Affairs Committee will consider each tenure decision separately and will prepare a written recommendation supported by reasons for each such recommendation. While the Committee is free to decide its modus operandi (except where otherwise required), its proceedings should include interviewing a representative sample of upper level students who have taken multiple courses from the candidate and discussing the case with other, including all tenured, members of the department. The recommendations and all supporting data of the Faculty Affairs Committee will be forwarded to the VPAA.