Proposed Revisions to the *Faculty Handbook*

Faculty Meeting

April 19, 2016

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Statutes Committee

Proposed Changes to *Handbook*

Note: None of these changes involve Statutes, so only one reading is required.

Note: At its meeting on April 4, the Committee also approved proposed changes to Section 3.2.2. Based on comments from the April 7 presentation to the Faculty Executive Board, those proposed changes have been withdrawn and will be revisited by the Committee.

Summary of Proposed Modifications

- ## Section 3.3.8 Promotion and Tenure Procedures

  - ### Waiver Statement

    - Minor change to clarify that the candidate specifies whether or not he/she chooses to waive access.

  - ### Feedback to Faculty Members

    - Minor change to clarify that the Unit Head will provide feedback at the conclusion of the review process.

- ## Section 3.3.10 5-Year Review of School Chairs

  - ### Establishment of Criteria to be Used in Reviews

    - Minor change to clarify that specific, required review criteria will be posted on the Faculty Affairs website.

<u>Summary of Proposed New Section</u>

- **Section 3.2.3 Adjunct and Clinical Appointments**
  - Defines how the term "adjunct" is used at Georgia Tech.
  - Defines purpose and limitations on role of adjuncts.
  - Clarifies appointment process.

  The Statutes Committee is still working on language specifically related to clinical faculty adjuncts.

Detailed Changes (section 3.3.8)

All candidates will be asked to sign a waiver indicating whether or not the candidate "waives all rights to see the identity of the external letter writers and/or the content of their letters". The waiver form with the candidate's decision will be included in the package.

Feedback to Faculty Members

After the final decision has been made and communicated in a letter from the President, it is important for the Faculty member to receive feedback regarding the assessments involved. The appropriate place for the individual Faculty member to receive this feedback is from the Unit Head(s). The Unit Head shall receive a copy of the recommendations prepared by each committee and by all other administrators with direct responsibility for reviewing the candidate, including the Dean (for those Units where the Dean does not serve as the Unit Head), the Provost, and the President. The Unit Head shall review each recommendation, including his/her own, with the candidate, and counsel the candidate appropriately.

In cases of disapproval of promotion, a candidate shall be counseled concerning the reasons for a negative decision.

Detailed Changes (section 3.3.10)

Establishment of Criteria to be Used in Reviews

The review criteria are to be defined by the Dean and the candidate prior to initial appointment or the Dean and the Chair prior to reappointment. As part of the Dean's annual review of the Chair, the criteria may be reaffirmed or modified in consultation with the Chair of the School. As part of the Dean's charge to the review committee, the Dean will review the evaluation criteria established at the beginning of the Chair's current term, as well as any changes made since that time. Specific responsibilities of school chairs that fall within these general criteria and must be included in the review are posted on the Faculty Affairs website.

Proposed New Section

3.2.3 - Adjunct and Clinical Appointments

BOR Policy Manual, Section 1.2.5
The term adjunct is used at Georgia Tech to refer to honorary, unpaid affiliations with instructional units. A faculty member in one Georgia Tech unit may be appointed to adjunct status in another unit or an individual from outside the university may be appointed to that status. The appointment may be for a narrow purpose such as serving as an advisor to a graduate student, or extend to broader participation in the governance of the instructional unit. Adjunct status, by itself, never confers the right to participate or vote in tenure or promotion processes. The appointment should be made for a specified period of time through standard faculty appointment processes.