

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 8317S
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Statement of Faculty Senate Action:

FWDC 13: **Revisions to CTF and PTR Dossiers**
Faculty Handbook Sections [3.5.4.1](#) and [3.7.2](#)

Effective date: Fall 2017

Summary: This document adds prior personnel review letters, from both post-tenure reviews and reviews for reappointment, tenure and promotion, to dossiers for current personnel reviews (tenure, promotion, or post-tenure review).

Rationale: Members of the 2015-16 Committee of Tenured Faculty suggested that personnel review letters would be useful for their review of files as an additional source of context to better understand a candidate's career. FWDC agrees with this view, and concluded that for tenured candidates for promotion or PTR, these materials should include all personnel letters since tenure, rather than only the most recent, so as to provide the most complete picture of the course of a candidate's career.

Revise 3.5.4.1 as follows:

4. The Chair adds copies of the candidate's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal), student evaluation rating summaries and comments ([available from Academic Affairs upon request](#)), and peer reviews of the faculty member's teaching to this file. For candidates for reappointment and for tenure and promotion to the rank of [Assistant-Associate](#) Professor, these additional materials should cover the full period of time that the faculty member has been a full-time member of the UNC Asheville faculty. For candidates for promotion to the rank of Professor or Senior Lecturer, these additional materials should cover the preceding five full years. The Chair makes these materials available to the tenured members of the Department for their review.

[In addition, personnel review letters \(available from Academic Affairs upon request\) are added to the file. For candidates for tenure, the Provost's letter granting reappointment \(if applicable\) is added to the file; for candidates for promotion to Full Professor, all personnel review letters since the granting of tenure are added: Provost's letters granting tenure, denying promotion, or responding to post-tenure review; Dean's post-tenure review letters; PTRC recommendation letters to the Dean/Provost; and if applicable, any PTR development plans.](#)

10. The materials listed in # 9, along with the faculty member's annual Faculty Records and Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal), ~~and~~ the results of student evaluation of instruction (both [ratings](#) and [comments](#)), ~~and~~ [personnel review letters](#) as stipulated in (4) above (~~both~~ [all](#) provided by the Office of Academic Affairs) are made available to the Committee of Tenured Faculty. During the entire process from Tenure Committee to the review of the Chancellor, confidentiality is of paramount importance.

Revise 3.7.2, item 7 as follows:

7. The PTRC will review a dossier containing documents from several sources. The evaluatee will submit the items noted (see A 1-2, below) to the Chair of his or her department. The Chair will provide items 3-4. The Office of the Provost provides item 5-6. For evaluation of Chairs, the most senior tenured member of the department/program will normally assume the duties of the Chair, as described below.

A. Completed Dossier ([SD1413F](#))

The evaluatee's dossier is assembled by the Chair (or, for evaluation of Chairs, by the most senior tenured member of the department) and submitted to the PTRC by the third Monday of October. The complete dossier will include, in order:

- 1) The Evaluatee's Statement focusing on the five years of the PTR review period (submitted by Evaluatee to Chair by the third Monday of September).
- 2) The Professional Curriculum Vitae (submitted by Evaluatee to Chair by the third Monday of September).
- 3) Chair's Evaluation (prepared by the Chair, or for the review of Chairs, by the most senior tenured member of the department), as well as any supplementary statement submitted by the evaluatee in response.
- 4) Quantitative scores and student comments from course evaluations over the PTR review period (provided by the Chair; available from Academic Affairs upon request).
- 5) Annual Faculty Records (past five years, collected by the Office of the Provost).
- 6) Merit Evaluations (including Dean's or Provost's written explanation of final evaluation and Provost's response to any appeal) (past five years, collected by the Office of the Provost).
- 7) All personnel review letters since the granting of tenure are added: Provost's letters granting tenure, denying promotion, or evaluating a Post-Tenure Review development plan; Dean's Post-Tenure Review letters; PTRC recommendation letters to the Dean/Provost; and if applicable, any PTR development plans (collected by the Office of the Provost).

Failure of the evaluatee to provide materials for his or her dossier in a timely fashion may result in sanctions imposed by the Provost.