Suggestions for improving Standards and Criteria documents:

Issues relating to Assistant and untenured Associate Professors:
• Since the first contract for Assistant Professors is now four years, all references to a three-year contract should be amended.

• Successful reappointment is no longer necessary before an Assistant Professor can take a junior sabbatical.

• Research leaves and sabbaticals do not extend the probationary period for untenured faculty.

• Parental leaves automatically extend the probationary period for untenured faculty unless the faculty member requests otherwise. Medical leaves also result in an extension.

• The timetable for conducting the tenure review has changed significantly, now beginning in the late spring of the sixth year in rank for Assistant Professors and extending through the fall, with recommendations due to TPAC by early January of the candidate’s seventh year. Since due dates for TPAC recommendations can change, it is preferable that Standards and Criteria documents refer to the faculty rules than that they specify a date.

Issues relating to all TPAC reviews:
• Faculty members no longer see the list of prospective reviewers for their tenure or promotion cases.

• The number of letters required from external reviewers is now eight (for both tenure and promotion cases). Promotion to Senior Lecturer requires five letters, as do actions involving non-regular (e.g. MBL, Clinical, Research) faculty.

• Departments should submit the names of prospective reviewers for tenure and promotion cases to the DOF before requesting letters.

Issues relating to annual reviews of untenured faculty:
• Note that annual reviews are now conducted in the early fall.

• A reappointment review substitutes for the annual review in the year in which it occurs. The chair should be sure that the junior faculty member or lecturer receives written feedback after the reappointment review is completed.

• A draft of the annual review is to be discussed by all senior colleagues and sent to the DOF for approval before being given to the faculty member under review.

Miscellaneous issues and additional suggestions:
• References to paper student evaluations should be changed to electronic evaluations, as applicable.

• With the introduction of new Brown web sites in 2011, many URLs have changed and must be updated. In general, be sure that all references to committees, Handbook chapters, and web sites have been checked for accuracy. It may be easier to refer to the Handbook of Academic Administration or the DOF website in general than to point to particular sections, as these may change over time.

• Any ranks that require TPAC approval for promotion should be covered by departmental Standards and Criteria. Distinct criteria should be articulated for each rank relevant to the department, including Lecturer, Senior Lecturer, research faculty, and MBL faculty.

• Search committee composition is recommended by the department, but must be approved by the DOF and the Office of Institutional Diversity. Affirmative Action Representatives are now full, voting members of the search committee, and may not be the chair of the committee.

• Consider including a specific enumeration of who can or cannot vote on departmental decisions. In particular, be sure to discuss voting rights of emeriti, Lecturers, and Senior Lecturers.

• Standards and Criteria for departments with lecturer-track faculty should be explicit about what ranks can vote on issues concerning Lecturers and Senior Lecturers.

• Quorum should always require that at least half of the faculty be present or participating via conference call or video conference, though a higher bar may be set. It is helpful to state explicitly whether faculty on leave or filling senior administrative roles count in the denominator for quorum calculations.

• Once again, please remember that any changes to the Standards and Criteria documents should be approved by a vote of the departmental faculty.