

**PRESIDENT'S POLICY MEMORANDUM NO. 277**

**TO:** All Faculty, Deans, & Department Heads

**FROM:** Charles W. Steger 

**DATE:** May 7, 2012

**SUBJECT:** Revision of the *Faculty Handbook* Concerning  
Conflict of Interest and Faculty Promotion  
Committees

Approved by CFA:	April 13, 2012
Approved by University Council:	May 7, 2012
Approved by the President:	May 7, 2012
Effective Date:	Fall 2012

University Council approved a resolution on the revision of the *Faculty Handbook* concerning conflict of interest and faculty promotion committees.

Following is the text of the resolution.

**WHEREAS**, the University Task Force on Consulting and Conflicts of Interest worked through a careful and thorough process to revise policy 13010, Individual Conflicts of Interest and Commitment;

**WHEREAS**, the task force identified the need to add language in the *Faculty Handbook* to address faculty promotion committees;

**WHEREAS**, faculty members who serve on promotion committees must be protected from conflicts of interest;

**WHEREAS**, a conflict of interest would exist for a faculty member serving on a department, college, or university promotion committee that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom the faculty member has a close personal relationship such as partner or extended family member;

**NOW, THEREFORE, BE IT RESOLVED**, that sections 3.4.4, 4.5.4, 5.2.4, 6.5, and 7.1.1 of the *Faculty Handbook* be revised as indicated in the attached text.

## **Chapter Excerpts and Additions to the *Faculty Handbook 2011***

(new text is in *red italics*)

### **Chapter 3: Employment Policies and Procedures for Tenured and Tenure-Track Faculty (Excerpt from Section 3.4.4, Evaluation Procedures for Promotion and Tenure)**

Although some participants in the review process may serve at more than one level—for example a departmental committee member may also serve on the college committee—participants may only vote once on a case. *Faculty members are not permitted to serve on department, college, or university committees that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom they have a close personal relationship such as partner or extended family member.*

### **Chapter 4: Employment Policies and Procedures for Faculty with Continued Appointment or on the Continued Appointment-Track (Except from Section 4.5.4, Evaluation Procedures for Promotion and Continued Appointment)**

Although some participants in the review process may serve at more than one level—for example a departmental committee member may also serve on the divisional committee—participants may only vote once on a case. *Faculty members are not permitted to serve on department/division or university committees that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom they have a close personal relationship such as partner or extended family member.*

### **Chapter 5: Employment Policies and Procedures for Non-Tenure-Track Instructional Faculty (Excerpt from 5.2.4, Promotion Guidelines for Non-Tenure-Track Faculty Appointments)**

The promotion dossier is reviewed at three levels: by an appropriately charged departmental committee and the department head or chair, by an appropriately charged college-level committee and the dean, and by the provost. Given the wide variation in representation of non-tenure-track instructional appointments in the various academic colleges, some latitude is provided in the nature and make up of such committees. For those departments with significant numbers of

instructors, it is expected that the committee charged with such reviews would consist of majority representation of advanced and senior instructors (or associate or full clinical professors). In departments with very few such appointments, the existing departmental promotion and tenure committee may review the dossier(s) and make recommendations. Similarly, at the college level, either a special committee may be formed to review promotions of non-tenure-track instructional faculty with majority representation of those in the advanced level of such ranks, or existing promotion and tenure committees may be assigned such review and recommendation responsibilities. While the procedures vary to recognize practical issues and varying numbers, the guidelines for review should be in writing and adhered to for consistency and fair treatment of all candidates. *Faculty members are not permitted to serve on department or college committees that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom they have a close personal relationship such as partner or extended family member.*

#### **Chapter 6: Employment Policies and Procedures for Special Research Faculty (Excerpt from section 6.5, Research Professor Ranks)**

Research professorial faculty members being considered for promotion have their dossiers reviewed at as many as three levels: (1) by a departmental committee and the head or chair; (2) by a college committee and the dean; and (3) by the Office of the Vice President for Research. *Faculty members are not permitted to serve on department or college committees that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom they have a close personal relationship such as partner or extended family member.* A parallel process for review, approved in advance by the senior vice president and provost and the vice president for research, is required for promotion of a member of the research professor series whose primary appointment is not in an academic department.

#### **Chapter 7: Employment Policies and Procedures for Administrative and Professional Faculty (Excerpt from section 7.1.1, Standard Faculty Rank)**

Members of the administrative and professional faculty whose credentials and professional development activities are similar to those of instructional faculty and who are involved in the instructional mission of an academic department may be assigned a standard faculty rank. Initial assignment of a standard faculty

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rank (assistant, associate, or full professor) for non-tenure-track administrative and professional faculty is recommended by using standard personnel appointment or review procedures for that department, such as the departmental promotion and tenure committee or personnel committee. *Faculty members are not permitted to serve on a department committee that will be reviewing a family member (spouse or dependent immediate family member) or an individual with whom they have a close personal relationship such as partner or extended family member.* Departmental recommendations for rank are forwarded to the dean and subsequently to the provost for administrative approval.

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