



# Faculty Senate

## Promotion-Tenure Appeals By-Laws

Appeals for promotion and tenure are made to the Senate within thirty (30) days of notification by the Governing Board of failure to obtain promotion or tenure. The following By-Laws are to accommodate the process.

### Chapter I: Responsibilities

#### Article I

The candidate will appeal by submitting in writing a letter to the President of the Senate.

#### Article II

- A. The president will preside at the appeals meeting and will act as liaison to the Governing Board.
- B. The president, then, will be responsible for calling the appeals meeting and for informing the candidate of the procedures.

#### Article III

While there is a thirty (30) day limit, the candidate should be advised to proceed with a written request for an appeal when a decision to do so is made, since the sitting Senate comes to an end in April of each academic year. Candidates should provide clear reason for appealing, since the work done by the original committee is extensive and meant to be thorough.

#### Article IV

Submission of new material that will clarify the appeal for the Faculty Senate will be accepted.

#### Article V

All new material must be submitted in writing to the President of the Faculty Senate at least one week prior to the date of the appeal. Should the appeal succeed, the new material will be added to the candidate's dossier which will be forwarded to the Governing Board.

### Chapter II: The Appeals Meeting

#### Article I

The full Faculty Senate sits as a Committee of the Whole for appeals. This includes those senators who have already served on the appropriate committee reviewing the candidate originally.

#### Article II

The president will arrange for an Executive Session to hear the appeal(s). Dossiers of the original material (plus any additional material) must be made available for the senators with a place to read them and ample time to consider the information.

#### Article III

Each candidate will appear before the Senate to present the case of appeal and to respond to any questions. After questioning and any final statement the candidate wishes to make, the candidate will be excused.

#### Article IV

- A. The Senate will then discuss the case in preparation for voting.
- B. When the president calls for a vote, it is expected senators will vote only yes or no. The voting will be by secret ballot.
- C. A Senator who served on the Committee which originally considered the candidate is in no way bound at this time by his/her earlier vote and will vote yes or no at this time after due deliberation in light of the information made available pursuant to Articles II and III herein.
- D. If more than one candidate is being considered, the votes will be placed in an envelope without being counted until all votes are taken.
- E. When votes on all appeals have been completed, the votes will be counted.

**Article V**

- A. The president will notify the candidate(s) in writing of the results, giving the number of votes, as expediently as possible.
- B. The results will be sent simultaneously to the President of the College.

**Article VI**

The Senate president will be called to appear before the Governing Board when it reviews the appeals.

**Chapter III**

**Article I**

- A. Should senators appeal their own cases, they will be present at the meeting only as appellants.
- B. They will not participate in the decisions on other candidates when they are at the same time appellants.

**Article II**

- A. Senators will be reminded that the appeal session is Executive Session. They should not reveal information outside the meeting to persons not present. Nor should they reveal their vote to the candidate. The Senate acts as a committee, and the integrity of the committee should be maintained.
- B. Executive session minutes will contain only the president's call to vote and the exact votes.

[accepted in principle, April 1987]

[By-laws approved, October 1987]

[By-laws amended, March 1989]

[By-laws amended, January and March 1996]

[By-laws amended, March 1997]

[By-laws amended, October 1998]