Senate Recommendation to the Associate Provost

Originating Body: Faculty Senate　　　**Originator:** Senator Anita Brown

Date Submitted: 12/19/2025　　　**Requested Effective Date:** 4/16/2026

Recommendation:

The Faculty Senate requests that the Associate Provost (or an appropriate designee) updates the Faculty Handbook in accordance with the attached motion on making tenure and tenure and promotion application files visible to reviewers earlier.

The requested effective date of 4/16/2026 is to avoid interfering with the current cycle of tenure and tenure and promotion applications.

Date Approved by the Faculty Senate: 12/9/2025

David Keifer　　　　　　　　　　　　　___12/19/2025_____

President, Faculty Senate　　　　　　　　　**Date**

Action Taken by Associate Provost　　　　　**Date:** _____

☐　Recommendation Accepted　　　　　　　☐　Recommendation Not Accepted*

☐　Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation:

☐	President	☐	VP Student Affairs
☐	Faculty Senate President	☐	VP Finance
☐	Consortium Chair	☐	School Deans
☐	Webmaster	☐	Graduate Council
☐	Catalogue Editor	☐	Provost Council

_____　　　　　_____

Associate Provost　　　　　　　　　　　　　　　**Date**

<div align="center">**SALISBURY UNIVERSITY FACULTY SENATE MOTION**</div>
<div align="center">Submit this form to the Faculty Senate President</div>

SUBJECT: Making Tenure and Tenure and Promotion Application Files Visible to Reviewers Earlier

SENATOR PROPOSING MOTION: Anita Brown

SENATOR SECONDING MOTION: Thomas Lamey

MOTION (this section alone will be recorded in the minutes):

The timeline tables in the section Procedures and Policies for Granting Tenure to Faculty in Chapter 2: Faculty Appointment, Rank, Tenure and Promotion of the SU Faculty Handbook shall be altered as shown below.

If necessary, the information presented regarding timelines in the DM Knowledge Base and/or in Faculty Success will be updated to reflect these changes.

Table 1. Timeline for Faculty Seeking Tenure (see date or next working day)

STEP	DEADLINE (or next working day)
Notification by Provost's Office to tenure-track faculty of eligibility for tenure review	Mid-summer
Faculty gain access to Watermark Faculty Success (formerly Digital Measures)	Mid-summer
Applicant notifies department chair/school director, in writing, of intent to apply for tenure. The department chair/school director notifies chair of Tenure Review Committee of intentions of candidates	September 15
Candidate's application file for tenure to the chair of the Tenure Review Committee	October 1
Candidate's application file for tenure made visible to department chair/school director, dean, and Provost	October 22
Recommendation by Tenure Review Committee ~~along with application file~~ forwarded to department chair	November 1
Faculty responds to Tenure Review Committee Evaluation.	November 5
Recommendation by the department chair/school director ~~along with application file~~ forwarded to dean	November 15
Faculty responds to the department chair/school director evaluation	November 20
Recommendation by dean ~~along with application file~~ forwarded to the Provost	December 1
Faculty responds to dean evaluation	December 5
Recommendation for tenure by Provost to President	December 15

Written notification of tenure decision by the President to the candidate	January 15

Table 2. Timeline for Faculty Seeking Tenure and Promotion (see date or next working day)

STEP	DEADLINE (or next working day)
Notification by Provost's Office to tenure-track faculty of eligibility for tenure and promotion review	Mid-summer
Faculty gain access to Watermark Faculty Success (formerly Digital Measures)	Mid-summer
If the candidate is applying for promotion, then the applicant should notify the department chair/school director, in writing, of intent to apply for tenure and promotion. If the candidate is applying for promotion, the department chair/school director notifies the chair of the Tenure and Promotions Review Committee(s) of the intentions of the candidate. (Departments/CHHS schools may wish to alter their policies so that this is one committee.)	September 15
Candidate's application file for tenure and promotion to the chair of the Tenure & Promotion Review Committee(s).	October 1
Candidate's application file for tenure made visible to department chair/school director, dean, and Provost	October 22
Recommendation by Tenure and Promotions Review Committee(s) ~~along with application file~~ forwarded to department chair/school director	November 1
Faculty responds to Tenure and Promotions Committee(s) Evaluation.	November 5
Recommendation on tenure and if applicable, promotion, by the department chair/school director ~~along with application file~~ forwarded to dean	November 15
Faculty responds to department chair/school director evaluation	November 20
Recommendation on tenure, and if applicable, promotion, by dean ~~along with application file~~ forwarded to the Provost	December 1
Faculty response to dean evaluation	December 5
Recommendation for tenure by Provost to President	December 15
Written notification of tenure decision by the President to the candidate	January 15
If the candidate is awarded tenure and is applying for promotion, then the candidate's application file will be submitted to the University Promotions Committee (Round 1 promotions)	February 1
Recommendations for promotion to Provost by the University Promotions Committee and notification, in writing, to the applicant faculty	March 1
Recommendations for promotion to President by Provost	March 22

Notification of promotion to faculty, in writing, by President	April 15

JUSTIFICATION:

Currently the application file for tenure or tenure and promotion becomes visible to a reviewer only when the previous reviewer submits their recommendation. With the current timelines, chairs and deans then have two weeks to review all materials and make their recommendations. When the date for submission to a chair or dean falls on a weekend, because the submission date is moved to the following weekday, chairs and deans will have less than 2 weeks to review all materials.   Reviewing the application files can be time consuming. If a chair or a dean has multiple files to review and/or has less than 2 weeks to do so, review may be difficult.

The change proposed here would maintain the current recommendation dates from each reviewer. However, the change would give reviewers in the process who follow the Tenure or Tenure and Promotion Committees more time to review the application file.

Some chairs of tenure review committees, after 1st view, may choose to help the applicant understand how items included in the application are best found and viewed by others in the electronic platform. Releasing the application file/portfolio to those reviewers a few weeks after the applicant submits the application file/portfolio to the chair of the Tenure or Tenure and Promotion Committees would permits the chair of that committee to discuss the file with the applicant and permit the applicant to make changes to the file prior to the file being available to further reviewers.

ANTICIPATED IMPACT:
Negative:
Someone (perhaps in information technology) will have to provide the time and effort to alter Faculty Success to make the file visible as intended without the recommendations (favorable or not) being available yet.   Some confusion will likely occur as the change is implemented.

Positive:
Chairs and deans will have more time to review applications.

Is this a recommendation to the Provost? Yes__X__   No_____
Is this a recommendation to someone else? No_____   Yes, to _____

VOTE: Number of Senators Present: Motion Passes or Fails: