

**Chapter 3.11.E (last paragraph):** Create a “closed” dossier by removing the ability to send evaluative letters straight to the dean/college committee and the P&T committee.

<b>Current Wording:</b>	<b>Proposed Revision:</b>
“Normally, evaluative letters should be addressed to the department head; however, such letters may be submitted directly to the dean/College Committee or to the Promotion and Tenure Committee. Department heads and deans shall submit all letters of evaluation that are submitted to them.”	“Evaluative letters must be addressed to the department head. Department heads and deans shall submit all letters of evaluation that are submitted to them.”

**Chapter 3.11.H (4<sup>th</sup> paragraph):** This procedure is not practiced at AU as outlined. It is practiced as suggested in the revised wording. □

<b>Current Wording:</b>	<b>Proposed Revision:</b>
“The procedure for promotion shall differ from that outlined above in one case: when a faculty member is hired at the assistant professor level but has had to be appointed as an instructor because the terminal degree was still in progress, he or she may be promoted to assistant professor once the terminal degree is completed. Such a promotion requires the recommendation of the department head, the concurrence of the dean and the Provost, and the approval of the President. It shall be effective at the beginning of the semester following completion of the terminal degree.”	“The procedure for promotion shall differ from that outlined above in one case: when a faculty member is hired at the assistant professor level but has had to be appointed as an instructor because the terminal degree was still in progress, he or she (if continued) will be promoted to assistant professor at the beginning of the following Academic Year after the terminal degree is completed.”

**Chapter 3.14 (6<sup>th</sup> paragraph):** Explicitly allow the addition of new material to be added to the dossier for the appeals process when appropriate.

<b>Current Wording:</b>	<b>Proposed Revision:</b>
“A faculty member who contends unjust denial of promotion or tenure may choose to discuss the reasons for denial and the appeals process with the Provost. Appeals should be made in writing to the Provost through the department head and dean within 14 calendar days of the date of the faculty member's receipt of written notification of denial.”	“A faculty member who contends unjust denial of promotion or tenure may choose to discuss the reasons for denial and the appeals process with the Provost. Appeals should be made in writing to the Provost through the department head and dean within 14 calendar days of the date of the faculty member's receipt of written notification of denial. The written request should include any relevant new material (not included in the original dossier) for the appeals committee consideration.”