

**Attachment 3**  
**Proposed Changes to University Handbook**  
**Sections C53.3, C63.3, C112.5, and C152.5**  
**Related to Promotion and Tenure**  
**Approved by the University Handbook & Policy Committee**  
**Approved by Faculty Affairs on May 1, 2018**

**C53.3** The department head/chair will forward a letter which includes his/her recommendation and the rationale for the recommendation, edited and anonymized comments, and the faculty vote to the dean. All recommendations and unedited written comments of the department's eligible tenured faculty members and the candidate's complete file are also forwarded to the dean along with the candidate's complete file, the majority recommendation and unedited written comments of each of the department's tenured faculty members. The department head/chair will also meet with the candidate to discuss the separate issue of the candidate's progress toward tenure. A copy of the The department head's/chair's letter alone will be made available to the candidate and will become part of the candidate's reappointment file. The department head/chair will also meet with the candidate to discuss the separate issue of the candidate's progress toward tenure.

**C63.3** The department head/chair will forward a letter which includes his/her recommendation, the rationale for the recommendation, edited and anonymized comments, and the faculty vote to the dean. All recommendations and unedited written comments of the department's eligible faculty members and the candidate's complete file are also forwarded to the dean. A copy of the department head's/chair's letter alone will be made available to the candidate and will become part of the candidate's reappointment file.  
The department head/chair forwards a written recommendation and accompanying explanation to the dean, along with the candidate's complete file, and the majority recommendation and written comments (unedited) of the departmental faculty members. A copy of the department head's/chair's written recommendation letter alone will be forwarded to the candidate.

**C112.5** The department head/chair will forward a letter which includes his/her recommendation, the rationale for the recommendation, edited and anonymized comments, and the faculty vote to the dean. All recommendations and unedited written comments of the department's eligible tenured faculty members and the candidate's complete file are also forwarded to the dean. A copy of the department head's/chair's letter alone will be made available to the candidate and will become part of the candidate's reappointment file.is forwarded to the candidate.

**C152.5** The department head/chair will forward a letter which includes his/her recommendation, the rationale for the recommendation, edited and anonymized comments, and the faculty vote to the dean. All recommendations and unedited written comments of the department's eligible tenured faculty members and the candidate's complete file are also forwarded to the dean. A copy of the department head's/chair's letter alone will be made available to the candidate and will become part of the candidate's promotion file.The department head/chair will forward a written recommendation letter which includes the rationale for the recommendation to the dean and the vote of the eligible faculty. All recommendations and unedited written comments of the department's eligible faculty members and the candidate's complete file are also forwarded to the dean. A copy of the department head's/chair's written recommendation letter alone is forwarded to the candidate.

~~the most clearly written section is C112.5, and that it could serve as the template for the other sections.~~

~~faculty vote is missing from C63.3,~~

~~not as clear in C53.3 and C63.3 exactly what is included in the department/chair's letter, which is the only document shared with the candidate.~~

~~In C112.5, it is clear the letter includes the recommendation, plus the rationale, plus the faculty vote and that all are in the letter which is shared with the candidate. Comments are a separate item and are not shared with the candidate.~~