Welcome to the 2012-2013 Provost’s Communications. As you know, the Communications are designed to assist you in recruiting, evaluating, and retaining academic personnel of the highest quality.

Most revisions are minor but there are several with more substantive changes. Please note the following:

The changes outlined for Communication No. 3, No. 7 and No. 8 will be announced with a dddh in the near future with a firm date the forms will be available through Hire Touch.

- Communication No.3, Appointments of Faculty and Academic Professionals
  - Transmittals for the appointments described in Communication No. 3 will now be completed through the Hire Touch Process.
    - Add New Administrative Position
    - Executive Officer Appointment
    - Faculty Appointment with Tenure
    - 0% Faculty Appointment
    - Cases Forwarded for Second-Level Review
    - New Academic Professional Appointments with Salaries over $90,000

- Communication No. 5, Term Professorial Appointments
  - Please note the additional requirement that requests for “Q” appointments should include a strong rationale for why a “Q” appointment is more appropriate than an advanced assistant professor appointment (e.g., tenure code 4)

- Communication No. 7, Targets of Opportunity Program (TOP)
  - Transmittals for the TOP Program will now be completed through the Hire Touch Process.
    - TOP Traditional Search
    - Stage 1 Approval for TOP Search Waiver
    - Stage 2 Approval for TOP Search Waiver

- Communication No. 8, Dual Career Academic Couples Program
  - Transmittals for Dual Career Academic Couples Programs will now be completed through the Hire Touch Process.

- Communication No. 9, Promotion and Tenure
  - We continue to require at least four letters from external scholars or professional specialists. Additionally, because the goal is to draw from a range of peer institutions, there is an added requirement that units are to avoid asking for letters from scholars at the same institution, especially if they are in the same department/unit. If this cannot be avoided, units must provide a rationale for the selection of multiple evaluators from the same institution.
  - Instructions for Preparing Promotion Papers - Further clarification has been provided that candidates should denote “not applicable” when a section is not relevant to a particular case or discipline (e.g., patents in certain fields), and “none” when there is no information or activity to be reported for a specific section.
Communication No. 10, Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty members and for Denials of Tenure and/or Promotion of Faculty

- Greater clarity is provided regarding the procedural differences between denials of promotion linked to tenure decisions and denials that are not linked to tenure. (e.g., Promotion to Full)
- Appendix 1 provides specific guidance regarding procedures to be followed for denial of promotions for tenured faculty (e.g., moving from associate professor with indefinite tenure to full professor).
- Denials of promotions not linked to tenure do not need to adhere to the dates in the “Calendar of Events” as no notice on nonreappointment is involved in such decisions.
- Letter of Notification – Previously, the executive officer was required to use certified mail when providing a copy of the letter to the faculty member. The executive officer may now deliver this document to the faculty member using a manner of communication that is normally used with the faculty member and for which receipt can be confirmed (e.g., electronic mail is acceptable if receipt can be confirmed; United States certified mail, signature confirmation or delivery confirmation is also acceptable).
- It is now explicitly recommended that a faculty member who intends to request reconsideration should make an appointment with Academic Human Resources to review a redacted copy of the dossier, before submitting the request.
- The process and grounds for requesting a specially-constituted committee are clarified.
  - The normal course is that reconsideration is submitted to the original decision making body.
  - On occasion, a specially-constituted committee may be appropriate if there is a need for an alternative review of the case or a compelling argument can be made that the faculty member cannot receive a fair hearing within the unit.
  - If requesting a specially constituted committee, the faculty member must include the compelling argument in support of that request in the written request for reconsideration submitted to the executive officer.
  - The executive officer should consult with the dean about the issues involved.

Communication No. 19, Sabbatical Leaves of Absence

- Further definition is provided regarding the 60 day deadline for filing a post-sabbatical report of activities. Specifically, the report must be filed within 60 service days of the subsequent August 16 or January 1st that follows the sabbatical.
- Clarification is provided indicating that, in addition to granting agencies that specifically allow housing and cost of living differentials to be reimbursable expenses, there may be other internal or external funding sources that allow such reimbursable expenses.

Please refer to “Contact Information” if you need to contact someone with questions regarding any of the Provost’s Communications.