

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Elaine Blakemore, Chair

SUBJECT: Proposed amendment to [SD 88-13 \(Procedures for Promotion and Tenure\)](#)

DATE: March 26, 2003

Whereas, the Senate Faculty Affairs Committee has approved the following changes to SD 88-13, Procedures for Promotion and Tenure

Be It Resolved, That the Senate approve the following changes to SD 88-13

2.0 Case Process

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. **When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair to be included with the case when it is sent forward to the next level.** At the same time **that the case is sent forward to the next level**, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, **and the candidate's response, if any**, to administrators and committee chairs at the previous level(s). Committee chairs shall distribute copies to committee members.