

FACULTY MEETING  
April 28, 2023

**MOTION**

The Promotions Committee moves that the procedure in the Faculty Handbook (Part One, Article VIII, F, 2) involving letters in a promotion file be amended as follow (new text is in boldface):

viii. Candidates for promotion may solicit letters on their behalf from reviewers familiar with their credentials from outside the college. Such letters go to the Department Chair or Program Director and then to PC as part of the candidate's dossier. Letters mandated by the department/program must also be transmitted to PC.

**ix. Unsolicited letters received by PC must be signed and must address themselves to one or more of the evaluative criteria for promotion as delineated in the Faculty Handbook. Such letters will be stored in a confidential file in the candidate's dossier labeled "Unsolicited Letters." Within seven days of the date stipulated by the annual PC calendar for receipt of all letters, the Chair of PC will give the candidate a list of names of those who have written unsolicited letters about the candidate.**

x. After conducting its deliberations...

**Rationale:** The proposed amendment stipulating that letters be signed and requiring the reporting of unsolicited letters to candidates in a timely fashion will increase transparency of the promotion process and more closely align the procedures for the promotion and tenure processes, thereby contributing to a fair and equitable evaluation of candidates.

For comparison, below is the current FHB language on tenure procedure for unsolicited letters (Part One, Article VIII, E, 5, d): "Unsolicited letters received by ATC must be signed and must address themselves to one or more of the evaluative criteria for continued service as delineated in the Faculty Handbook. Such letters will be stored in a confidential file labeled "Unsolicited Letters" and kept in the President's Office (or the ATC Reading Room) as required by law. Within seven days of the date stipulated by the annual ATC calendar for receipt of all letters, the Chair of ATC will give the candidate a list of names of those who have written unsolicited letters about the candidate."