TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
RE: I. Formal Resolution (Act of Determination)
     II. Recommendation (Urging the fitness of)
     III. Other (Notice, Request, Report, etc.)

SUBJECT: Proposed changes in "Procedures for Implementing Promotions"

(see attached)

Signed: [Signature]
Date Sent: 3/25/75

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION
   a. Accepted. Effective Date __________________________
   b. Deferred for discussion with the Faculty Senate on
   c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged
         b. Comment:

DISTRIBUTION: Vice-Presidents: [Signature]
Others as identified: [Signature]

Distribution Date: __________________________
Signed: [Signature]
(President of the College)
Date Received by the Senate: MAY 5 '75
Date: [Signature]
May 1, 1975
Proposed changes in "Procedures for Implementing Promotions"

Resolution Agenda item for Senate meeting on 3/24/75

Step 2, second paragraph to read,

1. If the President intends to deny or not to recommend promotion he will, no later than February 20, so inform each individual whose promotion was not approved.

(Redlined portion is change)

Rationale: The additional six (6) days will give the President needed time to prepare more individualized letters to each faculty member not recommended for promotion.

Step 2, replace existing paragraph with the following:

1. Any faculty member whose request for promotion has been denied may request, no later than March 1, a review of this decision. The procedure shall be as follows:

4. {1} First, a meeting with the Department Chairperson and Dean of the Faculty, followed, if the faculty member so desires, by a

5. {2} Meeting with the appropriate Vice Presidents: then, a

8. (3) Meeting with the President of the College if the matter is not resolved to the faculty member's

8. satisfaction at Step 2.

Steps 1, 2, and 3 (supra) shall be completed no later than April 1st.

Rationale: The present wording is too general. The review procedures need to be formally structured and clearly delineated.