

### Compliance to CHE Middle States Commission on Higher Education

- i. Summary
- ii. Progress letter requirements
- iii. Completion of the 2008 Faculty Policy Manual
- iv. Special features of the 2008 FPM
- v. Adoption and Implementation of the 2008 FPM
- vi. Addressing issues of promotion and tenure
- vii. Attachments

#### Summary

MSCHE requested the University of the Virgin Islands to provide, as a condition for reaffirmation of accreditation, a progress letter detailing how the University was continuing with its efforts towards development, adoption and implementation of a faculty handbook that addressed among other issues promotion and tenure. Two progress letters were submitted (April 1, 2008 and September 1, 2008) in response to the request from Middle States on the progress made towards achieving Standard 10. The faculty, administration and the Board of Trustees made the task an institutional priority.

Several regular meetings and special meetings resulted in the Board passing segments of the Faculty Policy Manual (FPM) at the March, June and November 2008 Board meetings. The action of the Board at the June meeting formalized an interim working policy manual which accepted the completed sections and deferred the uncompleted sections to the 2003 Teaching Faculty Policy Manual. Using the “working 2008 FPM” that was approved by the Board at the June meeting, the process for adoption and implementation started with the approved areas. This allowed for plans and discussions on the key areas pertaining to promotion and tenure and the internal governance of the academic divisions.

At the November 1, 2008 Board meeting the final 2008 FPM was passed and at that moment became the legal binding policy of all faculty. The overarching provision of the 2008 FPM is shared governance and decentralized decision-making. Additionally, the 2008 FPM adopted the Teacher-Scholar Model for faculty, and introduced a dual peer review process for retention, promotion and tenure, which is divisionally based and faculty driven. The policies on promotion and tenure provide for a timely appeal process.

In addition, a professional development growth plan was introduced for continued professional development of all faculty during their tenure at UVI. Divisional meetings are currently addressing the clarification and translation of policy into action. At this time the University has “a faculty handbook that includes policies related to promotion and tenure (Standard 10).” A mechanism is also in place to ensure the development of bylaws and appendices to the 2008 FPM. In addition a faculty policy manual committee charged with ensuring the integrity of the 2008 FPM in terms of updates and amendments.

### **Progress Letter Requirements**

At the June 26, 2008 session of Middle States Commission on Higher Education (MSCHE), acted to accept a progress letter submitted by the University of the Virgin Islands and , “..to request a progress letter, due September 1, 2008, documenting the:

- (1) Completion
- (2) Adoption, and
- (3) Implementation

of a faculty handbook that includes policies related to promotion and tenure (Standard 10).” The requested progress letter was submitted in by the due date in September as work in progress and pending the action of the UVI Board of Trustees. This is an addendum to the progress letter submitted in September. This letter delineates the progress and final disposition of the charge from MSCHE to address segments of Standard 10.

### **Completion of the 2008 Faculty Policy Manual**

At the June 2008 Board of Trustees meeting, a working Faculty Policy Manual (FPM) was approved as a stop gap measure for the University. This allowed for the University to begin phasing in the adoption and implementation of key critical areas. At the November 1, 2008 Board meeting a completed 2008 FPM was approved, which superseded all existing policy documents. The University will continue to work on bylaws and appendices to the 2008 FPM. Thus, for the first time since January 2005, there is a functional policy document for all faculty.

### **Special Features of the 2008 with respect to promotion and tenure**

- a. Change from a “teaching faculty policy manual” to a “faculty policy manual”
- b. Removing tenure ceiling policy
- c. Performance review as a tool to promote faculty professional development
- d. Professional development growth plans for all faculty
- e. The institution of unit-level governance
- f. Decentralized academic decision making
- g. Adoption of the teacher scholar model
- h. Alternative dispute resolution through a university-wide mediation process

**Adoption and Implementation of the 2008 FPM**

- i. May, 2008 Faculty Institute on Divisional Autonomy, leadership and internal structure.
- ii. June, 2008 Board of Trustees approve a “Working 2008 FPM”
- iii. August, 2008 Academic Affairs Advance
- iv. October, Implementation of Internal structure of Division
- v. November 2008 Board of Trustees approved the final version of the 2008 FPM
- vi. November, 2008 Academic Affairs Update(s)
- vii. November – December 2008, Election of faculty members for Retention, Promotion and Tenure Committees
- viii. January 8 – 11, 2009 Faculty workshops on 2008 FPM

**ATTACHMENTS**

Attachment 1: The Generic Academic Divisional Structure

Attachment 2: Divisional Structure Implemented as a result of the 2008 FPM

Attachment 3: The Retention, Promotion and Tenure Decision Matrix

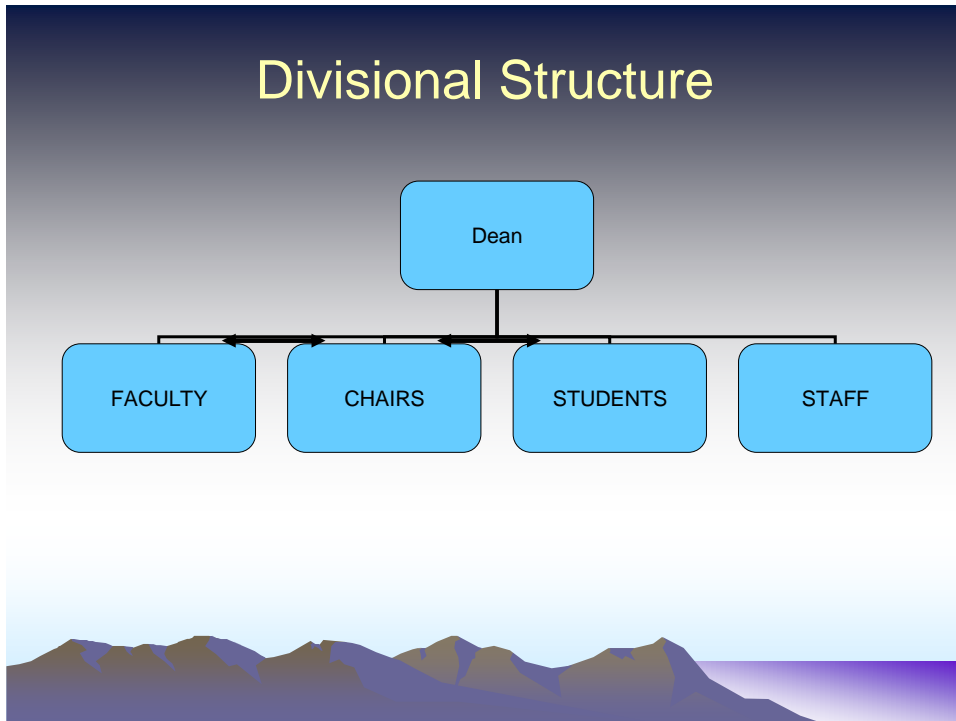
Attachment 4: Faculty Policy Manual Committee

\*Attachment 5: Board of Trustees Resolution on 2008 FPM

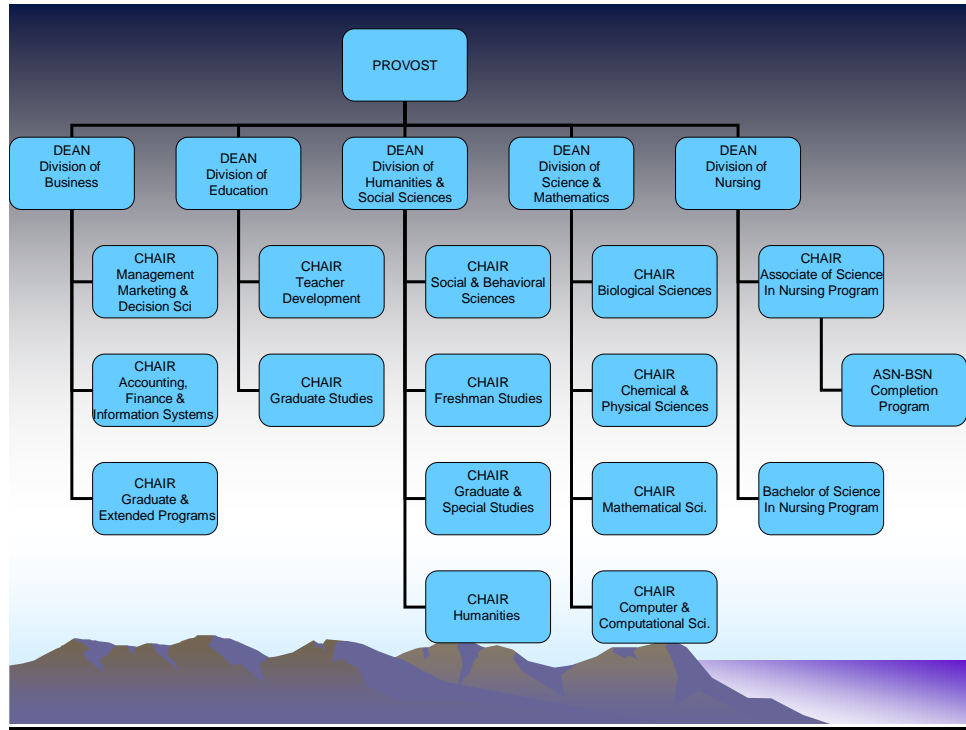
\*Attachment 6: Approved 2008 Faculty Policy Manual

*\* Submitted as separate documents.*

**Attachment 1: The Generic Academic Divisional Structure**



Attachment 2: Divisional Structure Implemented as a result of the 2008 FPM



**Attachment 3: The Retention, Promotion and Tenure Decision Matrix**

**Retention, Promotion and Tenure Review Process**

2008 Generic Structure	2005 Structure	2008 FPM	Retention	Promotion	Tenure
BOT	BOT Chair	BOT Chair			Decision
CEO	President	President		Decision	Decision/Rec
CAO	Provost	Provost	Decision (Dec)	Decision/Rec	Recommend
Acad. Unit	Division	Division	Inform	Inform	Inform
Unit Manager	Admin. Chair	Dean	Dec/Rec	Recommend	Recommend
Acad. Supervisor	_____	Program/Area Chair	Recommend (Rec)	Recommend	Recommend
Univ. Peer Review	FRAC /Contract Committee	UPT	NA	Recommend	Recommend
Unit Peer Review	_____	RPT	Recommend	Recommend	Recommend
Faculty	Individual	Individual	Input/Feedback	Input/Feedback	Input/Feedback

**Attachment 4: Faculty Policy Manual Committee**

---

**From:** David Gould

**Sent:** Monday, November 17, 2008 1:33 PM

**To:** Aletha Baumann; Aubrey Washington; Bruce Wray; David Gould; Denis Griffith; Eustace Esdaille; Hosanna Solomon; Lynn Rosenthal; Michelle Peterson; Patricia Todman; Stanley Latesky

**Cc:** Faculty

**Subject:** Committee meeting

The first meeting of the Faculty Policy Manual Committee for 2008-2009 is scheduled for Friday, November 21, at 12:00 noon in T-101/EC713. We will elect a chair for 2008-2009, and set the agenda for the rest of the year. Important items are review of recently approved FPM for omissions and errors, completion of appendixes, ensuring consistency of FPM and Faculty By-Laws, establishment of mechanism for continuing revision/updating of FPM. Interested faculty members are invited to attend.

David Gould