

**POLICY MEMORANDUM NO. 233**

**TO:** All Instructional Faculty  
Deans and Department Heads

**FROM:** Charles W. Steger

**DATE:** June 7, 2004

**SUBJECT:** Committee Recommendations for Promotion and/or Tenure  
Conveying the division of the vote

Original Resolution Approved CFA:	October 10, 2003
Revised Resolution Approved by CFA:	February 13, 2004
First Reading University Council:	March 1, 2004
Approved by University Council:	April 5, 2004
Approved by the President:	April 5, 2004
Approved by the Board of Visitors:	June 7, 2004
Effective date:	Fall 2004

The University Council and the Board of Visitors, on recommendation of the Commission on Faculty Affairs, approved a resolution requiring that the division of the vote at each level of a promotion and/or tenure case be forwarded and made available to the committee members and administrator at the subsequent level.

Following is the text of that resolution.

**WHEREAS**, the quality of the faculty is critical to the future of Virginia Tech and the achievement of its mission and goals; and

**WHEREAS**, faculty committees play the primary role in evaluating the credentials and achievements of their colleagues, thereby directly impacting the quality of the faculty as a whole; and

**WHEREAS**, whereas the current practice of not conveying the division of the vote to subsequent level committees means that useful information is lost that may be important for investigation and consideration by those charged with careful review of candidates' credentials;

**THEREFORE be it resolved**, that the division of the vote at each level shall be forwarded and made available to the committee members and administrator at the subsequent level.

Faculty Handbook Changes  
***Conveying the Division of the Vote***

Section 2.8.4.1 Departmental Evaluation, paragraph 4:

The committee will make a recommendation on each candidate to the department head or chair, including a written evaluation that assesses the quality of the candidate's performance in each relevant area. *The division of the vote is conveyed to the college-level committee and administrator, but must otherwise remain confidential outside the committee. In the absence of a unanimous recommendation, a minority report may be included.* Whenever the department head or chair does not concur with the committee's recommendation, the committee is so notified.

(Eliminating **current** reference to division of vote since the sentence refers only to cases of mandatory tenure)

In all cases of mandatory (sixth year) tenure decision, the head or chair will pass on to the dean the dossier of every candidate, which will include the committee's evaluation and recommendation (~~including the division of vote~~) and the head's or chair's own recommendation, whether concurring or not.

2.8.4.2 College Evaluation, paragraph 3

The committee shall make a recommendation on each candidate to the dean. *The division of the vote at both the departmental and college level is conveyed to the university-level committee and Provost, but must otherwise remain confidential.* Should the recommendation be at variance with that received from the department head or chair, reasons for that variance shall be specified in the recommendation.