



Office of the Provost

## MEMORANDUM

**TO:** Deans  
**FROM:** P. Geoffrey Feiss, Provost  
**DATE:** February 23, 2006  
**SUBJECT:** Clarification of *Faculty Handbook*

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In the process of our SACS reaccreditation compliance review, we have discovered an ambiguity in §III B2 Evaluation for Promotion, Retention, and Award of Tenure, 4th paragraph, of the *Faculty Handbook*. This paragraph indicates that chairs and deans will make annual merit evaluations for the purpose of setting salary increases. The inclusion of this paragraph in the section relating to retention, promotion and award of tenure creates uncertainty as to whether this procedure is to be followed in the case of full-time, specified-term, non-tenure eligible faculty. The *Handbook* makes no further mention of annual merit review of full-time faculty.

It has been the long-standing practice that annual merit evaluations to determine salary increases should be conducted for all continuing, full-time faculty. Hence this memorandum clarifies and reaffirms current practice of annual merit review for the purpose of determining salary increases for all specified-term, full-time faculty with continuing contracts.

In conducting these evaluations, chairs and deans should use the criteria, consistent with the specific expectations of the non-tenure eligible, full-time faculty member being reviewed, described in the 7<sup>th</sup> paragraph of the same section, to wit:

Throughout the College the criteria for retention, promotion, award of tenure, and evaluation of faculty members include: possession of the professional education, experience, and degrees appropriate or necessary for their duties; conscientious and effective teaching with proper command of the material of their fields, and helpfulness to their students; significant contributions to their fields through research and scholarly or creative activity, and through professional service; and responsible participation in College governance.