Dear Chairs:

By **September 15, 2020**, you will need to accomplish the following:

1. Make sure that each newly appointed **Tenured, Tenure-Track and Non-Tenure Track** faculty member has been provided the following:

Memorandum addressed to new faculty members *following* the **APS 1405.10A** format:  <http://provost.uark.edu/policies/140510a.pdf>
(Please Note:  This is only a *template*.  Edit/adapt your memo as needed for your department to also include department-specific information.  For your convenience, I have listed the items listed on the APS 1405.10A template below with the proper weblinks or attachments as indicated.  **Please use the web links provided for you below** in this email, and do not rely on the weblinks in the online template which may not be up-to-date.  The following information is applicable to both T/TT and NTT faculty, with the exception of the differentiation of content noted in item C below.)

* 1. Board Policy 405.1
	<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf>  (revised 3/29/18)
	2. Evaluative Criteria Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure
	<http://provost.uark.edu/policies/140511.php> (revised 4/29/20)
	3. **Tenured/Tenure-Track Faculty Only:**  University Professorship and Distinguished Professorship information online at
	<https://provost.uark.edu/policies/140513.php>

**Non-Tenure Track Faculty Only:**
Initial and Successive Appointments, Evaluation and Promotion of Non-Tenure Track Faculty; Merit-Based Appointments in Excess of One Year:
<https://provost.uark.edu/policies/1405111.php>

* 1. A description of the Committee on Appointment, Promotion, and Tenure at the Governance website under Faculty Senate Committees:
	<https://facultysenate.uark.edu/Committees/2020to2021committees.php>
	2. Copy of the Fulbright College Personnel document (see attached)
	3. Copy of your most up-to-date departmental personnel document\*
	4. Faculty Review Checklist:  <https://provost.uark.edu/policies/faculty-review-checklist-2020.doc> (revised 4/29/20)
	5. Copy of the Fulbright College Working Schedule for 2020/21 (see attached)
	6. Faculty Grievance Procedure
	<http://provost.uark.edu/policies/faculty-grievance-procedure.pdf>
	7. Academic Policy 1405.101 Schedule of Deadlines for Tenured and Tenure-Track Faculty
	<http://provost.uark.edu/policies/1405101.php>
	8. Any other criteria, procedures, instruments, or forms that will be used in assessing the faculty member’s work and which are enclosed herewith or made available online.

(For example, utilizing Digital Measures to upload teaching, research, service updates for use in annual review process, and any other departmental requirements.)

**Chairs:** please let your new faculty members know that the UA Evaluative Criteria document is one of *the most* important and informative documents we have, and they will benefit greatly from reading it.

\*For most departments, the departmental personnel document is still in progress, requiring revisions, and in need of final approval.  Please provide your most recent, up-to-date version, with a statement at the top that says, “Pending Final Approval.”  Preferably, provide a version that has responded to the recent feedback provided by Anna Zajicek, Kathy Sloan, and Bill Kincaid if available .

1. Please email Donna Draper ddraper@uark.edu that #1 has been done for all new Tenured or Tenure-Track faculty or to indicate you have no new T/TT faculty.
2. Please email Donna Draper ddraper@uark.edu that #1 has been done for all new Non-Tenure Track faculty or to indicate that you have no new NTT faculty.

Please let me know if you have any questions.

Sincerely,

Donna B. Draper, Assistant Director of Faculty Services

J. William Fulbright College of Arts & Sciences

MAIN 530
University of Arkansas

479-575-3711

ddraper@uark.edu