


MEMORANDUM

To: Dr. David P. Bénéteau  
Chair, Faculty Senate

From: Dr. Larry A. Robinson   
Provost and Executive Vice President

Date: January 6, 2012

Subject: Faculty Senate Resolution on Semester Start Dates Passed on December 2, 2011


---

The Academic Calendars for Academic Years 2012-2013 and 2013-2014 have been published and significant planning has begun based on them, therefore they cannot be altered.

The Office of the Provost welcomes continued discussion regarding the semester starting dates for academic year 2014-2015 and beyond, however such discussion must be concluded each year with an academic calendar in time to meet the requirements of the Faculty Senate resolution of November 4, 2011.

MEMORANDUM

To: Dr. David P. Bénéteau  
Chair, Faculty Senate

From: Dr. Larry A. Robinson   
Provost and Executive Vice President

Date: January 6, 2012


Subject: Faculty Senate Resolution on the Academic Calendar Passed on November 4, 2011

---

The Office of the Provost agrees to publish the academic calendar for the subsequent two years by the start of each academic year.

MEMORANDUM

To: Dr. David P. Bénéteau  
Chair, Faculty Senate

From: Dr. Larry A. Robinson   
Provost and Executive Vice President

CC: Ms. Jane Jacobs  
Human Resources

Date: January 6, 2012


Subject: Faculty Senate Resolution on Commuter Benefit Passed on November 4, 2011

---

While the commuter benefit is clearly beneficial to faculty who choose to participate, it is unclear that there is any reduction in payroll taxes. The Faculty Senate should be aware that it remains possible in many cases, to pay for parking with pre-tax dollars, so this benefit continues to exist in some form. I will advise Human Resources of the Faculty Senate's interest in this benefit and request that this be reviewed. The Faculty Senate should be aware that if there is a cost to the university, restoring this benefit may cause reduction or elimination of another benefit, initiative or program.



To: Dr. David P. Bénéteau  
Chair, Faculty Senate

From: Dr. Larry A. Robinson   
Provost and Executive Vice President

CC: Dr. Alyssa McCloud  
Vice President for Enrollment Management

Date: January 6, 2012


Subject: Faculty Senate Resolution on Enrollment Services Passed on November 4, 2011

---

It is clear from reviewing the Faculty Senate minutes and reports of the Admissions Committee from 2010 and 2011, that the Admissions Committee routinely meets with admissions officials. The Office of the Provost welcomes a continued working relationship between the Faculty Senate and the Admissions Committee with the Vice President for Enrollment Management and Enrollment Services personnel. The Office of the Provost is willing to facilitate regular working meetings between the Vice President for Enrollment Management and the Admissions Committee to discuss matters of mutual concern.

MEMORANDUM

To: Dr. David P. Bénéteau  
Chair, Faculty Senate

From: Dr. Larry A. Robinson   
Provost and Executive Vice President

Date: January 6, 2012

Subject: Faculty Senate Resolution on *Faculty Guide* 5.1.d and 10.3.b.2 Passed on November 4, 2011

---

The Faculty Senate advanced a resolution to the Office of the Provost on November 7, 2011, calling for a change in the *Faculty Guide*, Articles 5.1.d and 10.3.b.2, affecting the role of a department chair in rank and tenure decisions. The change would appear to have the effect of defining the chair's role as coordinating and conveying the department's decision rather than forming and expressing a rank and tenure decision as chair.

This change is not endorsed. As I have discussed with the Faculty Senate and with chairs, I am concerned that chairpersons at Seton Hall feel that they are not empowered to exert managerial oversight pursuant to their roles to the extent that is referenced in the *Guide* and that is common at other institutions and that would best contribute to faculty development and organizational effectiveness. I believe chairs should play a stronger, not a weaker role, in guiding their faculty to tenure readiness and conveying a professional, managerial, and discriminating judgment at tenure review time. However, the role of the department as a body is also critical and I do support the sentiment in the Senate resolution to clarify the role of the department as a body. Therefore, I propose the following alternative changes that would clarify that both the Department Chair with managerial responsibilities and the Department as a body have separate and critical roles in Rank and Tenure:

5.1.d: All applications for promotion to the ranks of associate professor, professor, and for tenure are initially submitted to the department and, after departmental review and recommendation, to the dean. The failure of the department or chairperson to submit timely evaluations regarding tenure or promotion shall not prevent the review process from continuing. In colleges without departments, applications are submitted directly to the dean.

*The department letter about the candidate must reflect the vote of the department's eligible members. All department ballots must be included with the department letter. The department chair must send a copy of the letter to the voting members of the department before it is sent forward. The chair should also provide a cover letter to the Dean and for the candidate's file with his or her personal recommendation and the reasons for it, if it differs from the department's or if there was dissent among the eligible members of the department. This cover letter is part of the tenure file but need not be shared with the department before it is sent forward.*

Office of the Provost and Executive Vice President

Presidents Hall • 400 South Orange Avenue • South Orange, New Jersey 07079 • Tel: 973.761.9655 • Fax: 973.275.2361 • [www.shu.edu](http://www.shu.edu)

10.3.b.2: Make recommendations concerning the promotion, tenure, and leaves of the department faculty, in accordance with approved procedures,  
*and communicates departmental recommendations concerning promotion, tenure, and leaves in accordance with Articles V and VI of the Faculty Guide.*