



Who What When Where Why???

A few Words about the New Long Form

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Who?

- Faculty affairs administrators who work on professoriate long forms.
- Office of Academic Affairs.
- Provost's Office.
- Chairs and chiefs.

What?

- The 5 Classic Long Forms (B1 – B5, “Appointment for a Term of Years”, etc) are being replaced by a single **new, streamlined long form**.
- The “evidence tables” for the 5 long forms will be replaced by a single document that lists the evidence required by rank and action (e.g. Promotion to Associate Professor MCL).

When?

- Starting **December 1, 2016**, you will be able to start using the new long form and evidence tables, and can request OAA to launch actions using the new long form.
- Starting **January 1, 2017**, all new actions (appointment, reappointment, and promotion) will use the new long form. Existing actions that were started with the classic long forms will continue in that format and do not need to be converted, whether they are in FAST|FAC or not.

Where?

- In FAST | FAC – or rather, not in FAST | FAC.
- You will still use FAST | FAC for:
 - Reporting on faculty and “other teaching title” populations
 - Tracking faculty end dates
 - Looking up appointment history
 - Looking up leave history
- FAST | FAC will **not** be available for:
 - Sending faculty members the “action commenced” email from Dr. Boxer
 - Assembling long forms
 - Sending long form documents to OAA

Why?

- Darn it, we're administrators, not philosophers!
- ...But seriously:
 - so that we (and the faculty) can have one form instead of five,
 - so that all of the evidence requirements can be in one document,
 - so that faculty leads can write one narrative section instead of two,
 - and so that we can all be a little bit closer to that wonderful goal...

...The Short Form.

What to Expect - Documents?

The Classic Long Form – B1, B2, B3, B4, and B5 (or as B3 is affectionately known, “Reappointment or Promotion Initially Conferring Tenure or a Continuing Term of Appointment”)

Replaced By

The New Long Form – one document, one set of instructions in line in the text, one arrangement of sections to learn.

What to Expect - Documents?

Five “old” evidence tables – corresponded to the B1-B5 long forms, with tables showing how many letters, teaching evaluations, etc, by rank and action

Replaced By

One document with evidence by rank and action

What to Expect - Documents?

- New “Criteria” document – shows extensive criteria by rank, line and action
- Probably more useful for faculty leads and possibly individual faculty than for administrators.

What to Expect - Process?

- No FAST | FAC assembly
- Launch process – email Audrey or Rebecca as usual
 - New appointments – send bio/demo information for faculty candidate role if needed
 - Reappointments/promotions – send annual counseling and current CV
- For reappointments and promotions, OAA will send email notifying faculty member of the start of the process and copying department chair, division chief, FAA
 - Bonus extra credit: why is this email particularly important? (hint - “for the tenure line”)

What to Expect - Deadlines?

- Deadlines for file assembly and delivery to OAA will not change.
- 2 months for new assistant professor appointments,
- 3 months for senior appointments,
- 6 months for reappointments and promotions.



Additional Questions?