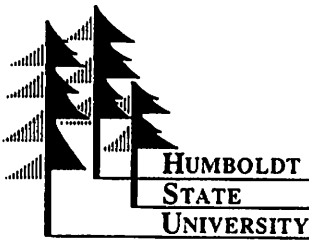


**RESOLUTION ON CONSIDERATION OF E-MAIL AND FAX  
CORRESPONDENCE IN FILES FOR RETENTION, TENURE  
AND PROMOTION**

- WHEREAS, Criteria for retention, tenure and promotion (RTP), outlined in Appendix J, require supporting and/or evaluative documentation of an applicant's contributions in a number of performance areas; and
- WHEREAS, Submissions via electronic mail or fax of such supporting and/or evaluative materials have become more common in Working Personnel Action Files (WPAF) prepared as part of the RTP process; and
- WHEREAS, Commentaries submitted via electronic mail or fax do not necessarily provide verification of the authenticity of authorship and/or of the context of the electronic mail or fax regarding its intended purpose in furthering the RTP process; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommend that supporting material included in the WPAF be submitted in formal letter or memorandum form containing the original handwritten signature of the author; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that electronic contributions in the form of e-mail or fax to the WPAF that are defined specifically in their text as intended to document the applicant's contributions in the performance areas defined in Appendix J for RTP be included only if they contain the original handwritten signature of the sender; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommend that the general faculty vote on the policy contained in this resolution during the 1999 Spring Semester and, if approved by majority vote, that it become effective for all new RTP materials added to the WPAF in the 1999-2000 academic year.



Academic Senate

October 21, 1999

Dr. Alistair McCrone  
President  
Humboldt State University  
Arcata, CA 95521

Dear President McCrone:

At its meeting of January 26, 1999, the Academic Senate passed a "Resolution on Consideration of E-mail and Fax Correspondence in Files for Retention, Tenure and Promotion" (copy attached). In a March 1, 1999 letter from you to then Senate chair Colleen Mullery you stated, "For this policy to be consistently applied, either the words 'whenever possible' (in the first resolved clause) must be deleted or criteria must be provided, and approval is contingent upon address of this matter." A copy of that letter is also attached.

On October 14, Claire Knox, the current chair of the Faculty Affairs Committee, informed me that the committee had agreed that the words "whenever possible" be removed from the first resolved clause of the resolution. This recommendation was discussed with the Academic Senate at its October 19 meeting and it concurred with the Faculty Affairs' recommendation.

The Academic Senate therefore resubmits this resolution for your consideration, with the understanding that the words "whenever possible" will be deleted from the first resolved clause. Regarding the last resolved clause, given that some RTP deadlines for the 1999-2000 academic year have already passed, we propose that the resolution become effective in the 2000-2001 academic year.

Please contact me if you have questions or desire additional information.

Regards,

Bernadette Cheyne  
Chair, Academic Senate

cc: Charlotte Stokes, Vice President for Academic Affairs  
Academic Senate Executive Committee  
Mary Greta, Academic Senate Office



Office of the President

March 1, 1999

Colleen Mullery, Chair  
 Academic Senate  
 Humboldt State University  
 Arcata, California 95521

Dear Chair Mullery:

This acknowledges my receipt of the transmittal of minutes from the Academic Senate meeting of January 26, 1999.

As regards the Resolution on Consideration of E-mail and Fax Correspondence in Files for Retention, Tenure and Promotion, I note that it appeared on the ballot for this week's general faculty election. For this policy to be consistently applied, either the words "whenever possible" (in the first resolved clause) must be deleted or criteria must be provided, and approval is contingent upon address of this matter.

Cordially,

A handwritten signature in dark ink, appearing to read "Alistair W. McCrone", is written over a horizontal line.

Alistair W. McCrone  
 President  
 AWM:lgm

cc: James P. Smith, Jr., Vice President for Academic Affairs