Policy: Retention, Tenure and Promotion - Role and Scope Documents

Effective date: TBD

Review date: TBD

1. PREPARATION OF ROLE AND SCOPE DOCUMENTS

Standards, indicators, and procedures that, in alignment with university standards and Role and Scope Document, govern retention, tenure, and promotion reviews of faculty members, are set forth in the Role and Scope Documents of the academic units.

2. CONTENTS OF ROLE AND SCOPE DOCUMENTS

The Role and Scope Document of the academic units shall contain the following information:

a. Description of the role and scope of the unit, and its responsibilities and obligations in furtherance of the mission of the University as articulated in the Mission and Vision statements of the university [insert link],

b. Procedures for appointment and advancement in rank of research faculty

c. Procedures for Annual Review of all tenurable faculty, nontenurable faculty who are not in the collective bargaining unit and research faculty [link to annual review policy].

d. The unit’s role in the retention, tenure, and promotion review process:
   i. Identification of the unit as a primary or intermediate academic unit;
   ii. Identification of the primary or intermediate academic units linked to the unit;
   iii. Identification, by title, of the unit’s review administrator.

e. The performance indicators and associated quantitative and qualitative expectations for scholarly activities and products and appropriate weighting of the indicators that demonstrate effectiveness, accomplishment, and excellence. The quantitative expectations should be subject to adjustments as necessary for varying percentages of effort of the candidates.
f. The materials required and methods acceptable for the assessment of teaching,
   scholarship, service and integration.
g. Required method for the faculty member’s attribution of their contribution to
   works done in collaboration with others.
h. Procedures used to solicit and obtain external peer reviews and, if applicable,
   internal letters of support/evaluation. External reviews must include a review of
   scholarship but each unit may expand the external review to include other
   performance indicators in the unit’s role and scope document. A minimum of
   four external reviews are required for tenure and promotion reviews.
i. Procedures for selection of the unit’s review committee.
j. Procedures for review and updating the unit’s Role and Scope Document.

3. APPROVAL OF ROLE AND SCOPE DOCUMENTS

Role and Scope Documents of the academic units must be approved, as detailed
below, before taking effect. Effective dates for approved Documents will be
established by the provost.

Role and Scope Documents of primary academic units shall be reviewed and
approved by:
   a. the tenurable faculty and administrator of the primary academic unit
   b. the promotion and tenure review committee and administrator of all
      associated intermediate units;
   c. the University Promotion and Tenure Committee (UPTC) and
   d. the provost.

Role and Scope Documents of intermediate units shall be reviewed and approved
by:
   a. the promotion and tenure review committee and administrator of the
      intermediate unit;
   b. the University Promotion and Tenure Committee (UPTC) and
   c. the provost.

Role and Scope Documents of the university shall be reviewed and approved by:
   a. the University Promotion and Tenure Committee (UPTC);
   b. the Faculty Senate;
   c. Deans’ Council and
   d. the provost.

The provost, working with the UPTC, will resolve any conflicts that arise during the
approval of Role and Scope Documents of the academic units. Once approved by all
required parties, the provost will establish the effective date for the revised documents. Current documents will remain in force until revised documents are effective.

4. UPDATES AND REVISIONS

a. Units will define procedures for updating their Role and Scope Documents. All faculty members are entitled to propose changes to Role and Scope Documents of their academic units.

b. Any review committee or administrator that identified a need for improvement, clarification, or other revision to an academic unit’s Role and Scope Documents may submit the request for changes to the Chair of UPTC who will forward the recommendations to the unit. Submission to the Chair of UPTC should occur after the review committee or administrator completes all of its reviews for the year.

c. Units will act on any proposed changes received from the Chair on an annual basis and undertake a full review of their Document no less than every three years.

d. All updates and revisions must be approved as set forth in section 3.