

Retention, Promotion, & Tenure Policies & Procedures Notes

1) Governing Documents

- a) The [INTERIM FACULTY PERSONNEL POLICIES](#) document is the primary governing document for policies and procedures related to promotion, retention, and tenure reviews. Current, approved college and department role and scope documents supplement but not supersede this University document.
- b) The criteria and standards applied in each review are proper to the candidate; they are documents in place at the time of hire, the time of the last university, or in place currently as detailed in the governing policies and procedures.
- c) Timelines
 - i) Dossiers are to be completed and ready according to the schedules set by the Deans and Department Heads.
 - ii) External Reviews (if appropriate for the level of review) are typically solicited by the departments during the summer preceding the review.
 - iii) The Provost endeavors to send notice of his/her recommendation to the faculty member, with copies to the dean and department head, by the following dates:

(1) Retention recommendation	February 1 of AY Review Year
(2) Tenure & tenure associated promotion	March 30 of AY Review Year
(3) Promotion Only recommendation	April 15 of AY Review Year

2) Expectations

- a) Terms Used:
 - i) Criteria: the performance categories examined in an evaluation
 - ii) Standards: the levels or degrees of performance which measure success in meeting criteria
 - iii) Effectiveness: meeting or exceeding the standards of the department and college, discipline or profession as appropriate for the individual's assignment.
 - iv) Excellence: achieving substantial recognition from students, clients, colleagues, and/or peers in the profession, appropriate to the activity.
 - v) Promise of Excellence: having demonstrated a career progression consistent with eventual achievement of excellence.
- b) The criteria on which a faculty member will be evaluated are the three areas of responsibility appropriate to the assignment:
 - i) Teaching
 - ii) Research/Creative Activity
 - iii) Service
- c) **Standards** – Department and colleges shall establish standards for retention, tenure, and promotion that are no less rigorous than the University wide standards. The three standards are:
 - i) Effectiveness
 - ii) Promise of Excellence
 - iii) Excellence
- d) **Appropriate Role and Scope(R&S):**
 - i) Retention – The R&S in effect at the time of hire
 - ii) Tenure and Promotion: The R&S in effect at the time of the previous review, or the current approved document, at the option of the candidate.

- iii) Reviews are conducted in accordance with the criteria and standards of the appropriate Role and Scope, but current, approved policies and procedures are always in effect.
- e) Faculty select their area of excellence/promise of excellence (teaching or research) for Tenure or Promotion.

3) Reviewers

- a) External Peer Review: “a written evaluation of a faculty member’s performance in teaching, research/creative activity, or service prepared by a colleague, faculty member or other professional from outside the University who has expertise in the candidate’s field.”
 - i) Both the candidate and the department identify potential external reviewers
 - ii) By University guidelines there must be a minimum of three (3) external reviewers.
 - iii) The majority of the reviewers will be recommended by the department and the minority by the candidate.
 - iv) External peer reviews are not required for retention, but a college or department may require them.
- b) Internal Reviews: Each department (or college) establishes the specific procedures for internal reviews or solicitation of letters of support. Candidates cannot solicit letters or support or internal reviews.
- c) Review Committees: Composed of faculty members elected/appointed by other faculty members to serve on department, college, or university level committees.
 - i) No faculty member may serve on any formal review committee, at any level, during the academic year he or she is up for review.
 - ii) Faculty members have a voice and a vote only one level of P&T review committee each cycle.
 - iii) Members of the University P&T Committee (UPTC) are elected by college faculty with one member per college. Members of the UPTC abstain from voting on candidates from their college.
- d) Reviewing Administrators:
 - i) Department Head / Campus Director (Nursing)
 - ii) College Dean
 - iii) Provost
 - iv) President

4) Preparing the Dossier

- a) The candidate is responsible for preparing his/her dossier.
- b) Dossiers must include the following:
 - i) Completed and signed cover sheet
 - ii) Folders 05 through 11 of the P&T Dossier Contents Sheet
 - iii) Supporting documentation can be provided (listed in Appendix folder). This documentation is retained by the primary review unit and is provided to subsequent reviewers at their request.

5) The Review Process

- a) The primary review committee and/or primary reviewing administrator is responsible for providing all materials in Folders 1 through 4.
- b) Each level of review completes a recommendation letter which is sent to the candidate; a copy is uploaded to the dossier.
- c) Each level of review updates the vote tally sheet.

Note: This document has been prepared for general assistance. Refer to the [INTERIM FACULTY PERSONNEL POLICIES](#) for all policies and procedures.