The Retention, Tenure and Promotion Process

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Learning Objectives

In completing this workshop, participants will be able to:
1. Outline MSU’s Retention, Tenure and Promotion (RTP) process
2. Fulfill their responsibilities in the RTP process
3. Assemble a well-organized dossier that maximizes their likelihood of a successful outcome
Agenda

- Resources and Guiding Documents
- Review Process Overview
- Standards and Definitions
- Candidate Rights and Responsibilities
- The Dossier
- Final Notes

Resources

https://www.montana.edu/provost/

Montana State University's Roadmap for Fall 2020

Welcome from Provost Robert Mokwa
Retention, Tenure & Promotion

Related Documents
- Covid 19 Tenure Extension
- Faculty Handbook
- AP21-22 FTF Candidate Workflow
- AP20-21 FTF Candidate Workflow - UPDATE
- Tenure Credit Dates AF21-AF22
- Tenure Credit Dates AP21-AP22

Deadlines AP21-22
- Retention review dossiers due to URTPC December 6
- Tenure and/or Tenure and Promotion dossiers due to URTPC February 7
- Promotion only material due to URTPC February 22

Additional Resources
- Model Guidelines for In-depth Assessment of Tenure
- Role and Scope Choice Agreement Language
- College and Department Role and Scope Documents
- University Retention, Tenure and Promotion Committee
- Sample Dossier Nominations
- Vote Tally Sheet
- Candidate Cover sheet Word
- RFP Workshop September 2020

https://www.montana.edu/provost/faculty/promotion.html
Faculty Handbook

Annual Review, Retention, Tenure & Promotion

- Annual Review
- Statement on Tenure
- RTP - Definitions
- RTP - Role and Scope Documents
- RTP - Standards and Timelines
- RTP - Rights and Responsibilities
- Post Tenure Review

https://www.montana.edu/policy/faculty_handbook/

Role & Scope Documents

College of Agriculture
College of Agriculture (2019)
- AGRICULTURAL ECONOMICS/ECONOMICS (2019)
- ANIMAL & RANGE SCIENCES (2019)
- MICROBIOLOGY AND IMMUNOLOGY (2019)
- PLANT SCIENCES & PLANT PATHOLOGY (2004 | 2019)
- RESEARCH CENTERS (2010 | 2019)

This is where performance indicators and expectations are defined.
Can be quantitative and qualitative.

College of Arts & Architecture
College of Arts and Architecture (2019)

https://www.montana.edu/provost/faculty/role-scope.html
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Retention Review Process

- Dossier
  - Internal Reviews
  - Review Materials
- Primary Unit
  - Committee
  - Administrator
- Intermediate Unit
  - Committee
  - Administrator
- University
  - URTPC
  - Provost
  - President
- Board of Regents
Tenure & Promotion Review Processes

Timeline

See published RTP Workflow:

- April 26  External review materials (Tenure/Promotion only)
- Sept 13   Retention dossier deadline
- Oct 4     Tenure dossier deadline
- Oct 18    Promotion dossier deadline
University Standards for Retention

The University standards for the retention of probationary faculty members are:
- effectiveness in teaching, scholarship, and service during the review period, and
- integration of no less than two of the following during the review period: teaching, scholarship, and service, and
- satisfactory progress towards meeting the standards for tenure by the candidate’s tenure review year.

Reviewed under the Role and Scope documents in effect on the first day of employment (or more recent)
University Standards for Tenure

The University standards for the award of tenure are:

◦ sustained effectiveness in teaching and service during the review period, and
◦ integration of no less than two of the following during the review period: teaching, scholarship, and service, and
◦ accomplishment in scholarship.

Reviewed under the Role and Scope documents in effect on the first day of employment (or more recent)

University Standards for Promotion to Rank of Associate Professor

Same as the standards for the award of tenure.
University Standards for Promotion to Rank of Professor

The University standards for promotion to the rank of Professor are:
◦ **sustained effectiveness** in teaching and service during the review period, and
◦ **sustained integration** of no less than two of the following areas during the review period: teaching, scholarship, and service, and
◦ **excellence** in scholarship.

Reviewed under the Role and Scope documents in effect two years prior to deadline of notification of intent to apply for promotion (or more recent)

See Faculty Handbook

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Definitions

**Areas of Responsibility**
◦ Teaching, scholarship, service

**Teaching**
◦ Course design, development and delivery
◦ Improvements to courses
◦ Incorporating best practices, new technology
◦ Curriculum design and development
◦ Graduate student mentoring
◦ Academic advising
◦ Graduate student committees
◦ “Contributions to the... instructional enterprise”
Definitions, cont.

Scholarship
- Discovery, application or assimilation of new knowledge + dissemination
  - Grant writing; writing research-based articles, book and other works; conference presentations, etc.
- Generation of new knowledge in pedagogy + dissemination
  - Developing, studying pedagogical innovations; curricular/pedagogical studies; innovation in community engagement
- Generation of new creative products and experiences
  - Composition, production, direction, performance, exhibition of creative works of art, film, theater, music, architecture
- Creation of partnerships, programs and plans through Extension
  - Leverage knowledge and resources of the university and the public/private sector to enhance learning, discovery, and engagement
  - Educate and engage citizens, and strengthen communities
  - Address locally identified issues and problems
  - Apply and disseminate knowledge, and contribute to the public good.

Definitions, cont.

Service
- Contribution of faculty knowledge and expertise to assist and engage individuals and/or organizations to meet goals and solve problems.
- Professional service (e.g., involvement in professional society)
- Public service (e.g., engagement with local community)
- University service (e.g., serving on committees, advising student groups)
More definitions...

**Effectiveness**
- Successful performance, appropriate to years of service

**Accomplishment**
- Sustained and commendable performance reflected in the quantity, quality, and impact of scholarly activities and products

**Excellence**
- Sustained, commendable, and distinguished performance reflected in the quantity, quality, and impact of scholarly activities and products

And more definitions!

**Indicators**
- The categories of scholarly products and activities used to evaluate performance of the faculty
  - E.g., peer-reviewed articles, juried exhibitions, published monographs, teaching evaluations, etc.

**Review Period**
- The period of performance to be considered for review
  - Retention and tenure: first day of employment → dossier deadline
  - Promotion: end of previous review period → dossier deadline
Candidates’ Responsibilities

a) Be familiar with RTP requirements
b) Attend training
c) If early review, notify primary review administration by deadline
d) If tenure or promotion, submit external review materials by deadline:
   ◦ Your full CV
   ◦ Scholarship statement
   ◦ Selected works and other evidence that best represents your scholarship during the review period
   ◦ Other items as required by Role and Scope documents
Candidates’ Responsibilities, cont.

e) Prepare and submit dossier by deadline. To include (min.):
   ◦ Cover sheet (download from Provost website)
   ◦ Full CV
   ◦ Personal statement
   ◦ Separate self-evaluations of teaching, scholarship, service and integration
     ◦ Summary of activities, work products, accomplishments, recognition by year over review period
     ◦ Demonstrate that you meet the standards
     ◦ Scholarly products published or accepted for publication during review period (tenure and promotion)
     ◦ Other materials as required by Role and Scope documents

f) Accept negative result caused by incomplete submission

g) Meet deadlines
   ◦ Not submitting by deadline = no review and denial of retention/tenure

Candidates’ Responsibilities, cont.

h) May not solicit external or internal letters

i) Promptly report potential conflicts of interest of review committees

j) Respond to requests for more materials or information within 5 days

k) Notify department head of any unavailability while dossier is under review
   ◦ Extensions for extenuating circumstances only; submit to chair of URTPC
Candidates’ Rights

l) You may submit a written request to correct factual errors in evaluation letters
   ◦ Submit to chair of URTPC; cannot add, alter or remove materials after deadline unless requested

m) If you receive a negative recommendation (or tie vote) at any level of review, you may submit a response addressing it
   ◦ Submit to the entity that issued the letter within 5 days of receipt
   ◦ Address only issues raised in the letter
   ◦ Letter will be added to dossier

n) If you receive a negative recommendation from Provost, you can pursue a formal grievance

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Dossier Tips

**Full CV:**
- When in doubt, include it!
- Use reverse chronological order – makes finding what applies to review period easier

**Personal Statement:** paint a holistic picture

**Self-evaluation Narratives:**
- Demonstrate how you have met the standards outlined in the Role and Scope

**Provide supporting evidence**

Make it easy for reviewer to say, “Yes!”
Final Thoughts

The RTP review provides an opportunity to reflect on your journey:
◦ what you have been doing
◦ why you have been doing it
◦ what you have achieved

MSU’s multi-layer process ensures fair and substantive assessment
Bear in mind that reviewers will base their assessments on the materials that you provide to make your case
Note also that many of the reviewers will not be familiar with your discipline
◦ Make a compelling case!