Retention, Tenure and Promotion Procedures

Effective: August 2011

A. Sequence of Events for Periodic Evaluation of Probationary Faculty

1. The candidate shall prepare an Abbreviated Portfolio for Periodic Evaluation and deliver it to Academic Personnel no later than the date specified in the Academic Personnel Calendar for inclusion in the Working Personnel Action File (WPAF).

2. If the Chair is not on the Department RTP Committee, the Chair may submit a letter to the candidate’s WPAF commenting on contributions the candidate has made to the Department and feedback and suggestions for improvement in preparation for the next year’s Full Review. This letter must be received in Academic Personnel no later than the date the WPAF officially closes, as indicated in the Academic Personnel Calendar. Academic Personnel sends a copy to the candidate.

3. The Department RTP Committee shall review the candidate’s WPAF and provide written feedback with suggestions for improvement in preparation for the next year’s Full Review. The written feedback is provided to the candidate in memo format. The memo shall be signed by all members of the committee. The signed memo shall be forwarded to Academic Personnel. Academic Personnel adds the original memo to the WPAF and forwards a copy to the Dean and the candidate.

4. The Department RTP Committee may meet with the candidate in order to provide verbal feedback and suggestions for improvement in preparation for the Full RTP Review. A meeting with all committee members may be difficult to schedule, therefore, one or two members can represent the group for the purposes of this meeting. While it may be preferable for a meeting to take place prior to the deadline, due to scheduling conflicts, a meeting may take place after that date. The memo must be submitted to Academic Personnel by the deadline whether a meeting has occurred or not. The ten (10) day rebuttal period begins when the candidate receives a copy of the evaluation from Academic Personnel, not from the date of the meeting.

5. The Dean shall review the candidate’s WPAF as well as the memo provided by the Department RTP Committee, and provide written feedback with suggestions for improvement in preparation for the next year’s full review. The written feedback is provided to the candidate in memo format. The memo shall be signed by the Dean. The memo shall be forwarded to Academic Personnel. Academic Personnel adds the original memo to the WPAF and sends copies to the candidate and the Department RTP Committee.

6. The Dean may meet with the candidate to provide verbal feedback and suggestions for improvement in preparation for the full RTP review. While it may be preferable for a meeting to take place prior to the deadline, due to scheduling conflicts, a meeting may take place after that date. The evaluation must be submitted to Academic Personnel by the deadline whether a meeting with the Dean has occurred or not. The ten (10) day rebuttal period begins when the candidate receives a copy of the evaluation from Academic Personnel, not from the date of the meeting.

7. The outcomes and goals identified through the Periodic Evaluation process shall be reflected in the faculty member’s next Faculty Development Plan and Annual Faculty Workload Plan (sections 5.10 and 5.20 of the policy).
B. Sequence of Events for Retention, Tenure and Promotion (RTP) Reviews

1. The Academic Personnel Calendar specifying dates for each event in the RTP process is prepared annually by Academic Personnel. The calendar is posted on the Academic Personnel website prior to the beginning of the Academic Year. Training is offered each year for RTP candidates with the goal of helping them prepare their portfolios. Candidates are encouraged to select mentors or consult with the Director of Teaching, Learning and Assessment for advice on preparation of the portfolio.

2. Election of the University RTP Committee through an Academic Senate process occurs early in the academic year followed by election of the Department RTP Committees.

3. Academic Personnel provides advance notice via e-mail to each faculty member before any pending review.

4. If the Department Chair is not on the Department or University RTP Committee, he/she may write a letter (optional) commenting on contributions the candidate has made to the Department and the candidate’s strengths and areas for improvement in each scholarship area. The letter must be submitted prior to the date the WPAF officially closes, as published in the Academic Personnel Calendar. Academic Personnel inserts the letter into the WPAF and sends a copy to the candidate.

5. The RTP portfolio is submitted to Academic Personnel no later than the date specified in the Academic Personnel Calendar. If a candidate originally scheduled for a Periodic Evaluation is asked to submit a Retention Review, the dates for submission are the same as 4th year retention candidates.

6. No later than the date specified in the Academic Personnel Calendar, the Department RTP Committee forwards their written recommendation to Academic Personnel. Academic Personnel adds the original recommendation to the WPAF and sends copies to the candidate and the Dean.

7. The candidate may submit a written rebuttal to Academic Personnel no later than ten (10) days after receiving the written recommendation from the Department RTP Committee.

8. No later than the date specified in the Academic Personnel Calendar, the Dean forwards his/her written recommendation to Academic Personnel. Academic Personnel adds the original recommendation to the WPAF and sends copies to the candidate, Department RTP Committee, and University RTP Committee.

9. The candidate may submit a written rebuttal to Academic Personnel no later than ten (10) days after receiving the written recommendation from the Dean.

10. No later than the date specified in the Academic Personnel Calendar, the University RTP Committee forwards their written recommendation to Academic Personnel. Academic Personnel adds the original recommendation to the WPAF and sends copies to the candidate, all earlier reviewers, and the Provost.

11. The candidate may submit a written rebuttal to Academic Personnel no later than ten (10) days after receiving the written recommendation from the University RTP Committee.

12. No later than the date specified in the Academic Personnel Calendar, the Provost forwards a written recommendation to Academic Personnel. Academic Personnel adds the original recommendation to the WPAF and sends copies to the candidate, all earlier reviewers, and the President.

13. The candidate may submit a written rebuttal to Academic Personnel no later than ten (10) days after receiving the written recommendation from the Provost.

14. The President will forward his/her final written decision to Academic Personnel. Academic Personnel ensures that the candidate and earlier reviewers receive copies no later than June 1st.