

College of Science Promotion and Tenure Procedure Guidance

7-1-2021

There are many steps in the process for evaluation of candidates for promotion and tenure. There are a few absolute deadlines for unit procedures. Candidates have to be declared by the end of Winter term, and dossiers are due at the College according to the time line published every year.

The reviews of Faculty Research Assistants, Instructors and Courtesy Faculty going up for promotion will end at the College level. (We assume the same is true for the recently added Research Associates.) The College is responsible for ensuring that the promotion and tenure guidelines and procedures are followed, and for reporting results of Faculty Research Assistants, Instructors and Courtesy faculty promotions to Faculty Affairs no later than normally mid April. All other dossiers are due centrally early February. Therefore, dossiers for all cases that are reported centrally need to be submitted to the College early December, while all other cases can be submitted late January. The exact time-line for each year will be provided separately.

Many problems in the process can be avoided if the procedures in the unit are started early. Here we give some suggestions about timing. Every unit follows their own set of procedures, and these should be written down so everybody knows what to expect. This is important if there is ever a grievance or litigation for a case in which the decision was negative. We should all follow university and college requirements, but local procedures include much more than that.

When a candidate has asked to be reviewed, immediately check that all Position Descriptions are signed, and make sure that the candidate has copies of all of them.

It is useful to form the unit PandT committee in Winter term, following the procedures that are valid in the unit. This committee can then meet in Winter to discuss all organizational matters. Possible discussion points (not all might apply to your unit) are:

- Who is the chair of the committee?
- Who is the secretary?
- Who is on the peer teaching committee?
- What is needed for the peer teaching evaluation?
- What are the potential conflicts of interest?
- What is the general procedure to follow?
- Have there been changes in university or college requirements?
- Who is assisting the candidate with dossier preparation?

Current university guidance on committee membership is as follows.

For tenured candidates being considered for promotion or untenured candidates being considered for both promotion and tenure, only tenured faculty members above the current rank of the candidate may vote. For untenured candidates being considered solely for tenure, only tenured faculty members at or above the current rank of the candidate may vote.

For promotions of non-tenure-line professorial candidates only professorial faculty members who have a higher rank can vote, but they can be fixed term.

Instructor, FRA, and RA cases are separate; there is no ranking between them. All professorial faculty members can be voting members on the committee. In addition, all higher ranking faculty members in the same job category can be voting members.

It is recommended that the main attempt to collect student letters is made in Spring term. This will give graduating seniors an opportunity to contribute. A second request can go out in Fall term, in particular when the number of letters received is insufficient.

It is also recommended to create the list of external reviewers in Spring term, and to have obtained their ability to write a letter. Make sure you have a paragraph for each reviewer describing the qualifications of this reviewer.

Creating the student committee in Spring term also makes sense, knowing that there might be one or two changes in Fall.

The candidate should have a version of the dossier that can go out to external reviewers ready by possibly end of July. Many candidates like to use early summer to finish material that will be important. This version of the dossier does not have to be the final complete one. It should be organized according to the university guidelines, but does not yet have to be perfect.

For professorial candidates external reviewers are asked to comment on the achievements in scholarly work. They are not required to comment on other aspects, but they might if they have pertinent information.

October is typically the month in which all finishing touches are put on the dossier. The peer review letter and student committee letter are typically created in this month.

No formal discussion of a candidate can take place until the candidate has signed the statement of completeness. It is good practice not to discuss the dossier until all external letters are received. Earlier discussions based on incomplete information can lead to biased opinions.

November is often used as a time for all formal discussions in the unit. For cases that end in the college extra time is available.