



Comprehensive Workshop for all Full, Off-Year, and Promotion Reviews

This workshop is designed for those who would like to learn about the retention, tenure and promotion process from the second year through promotion to full professor. These workshops are slightly longer and will be inclusive of the WPAF*, Off-Year, and Promotion workshops.



Workshops Offered

- Probationary Plans (you and your mentor)
- 2nd-year Full Review (you and your mentor)
- Off-year Review
- Promotion Only
- Comprehensive
- UFO

Retention, Tenure, & Promotion Policies

- APM 322 Policy on the Assessment of Teaching Effectiveness

Departmental Policies and Forms:

- APM 323 Policy on Faculty Personnel Files
- APM 324 Policy on Probationary Plans and Mentoring
- APM 325 Policy on Retention and Tenure ★
- APM 327 Policy on Promotion ★

From now to tenure and promotion

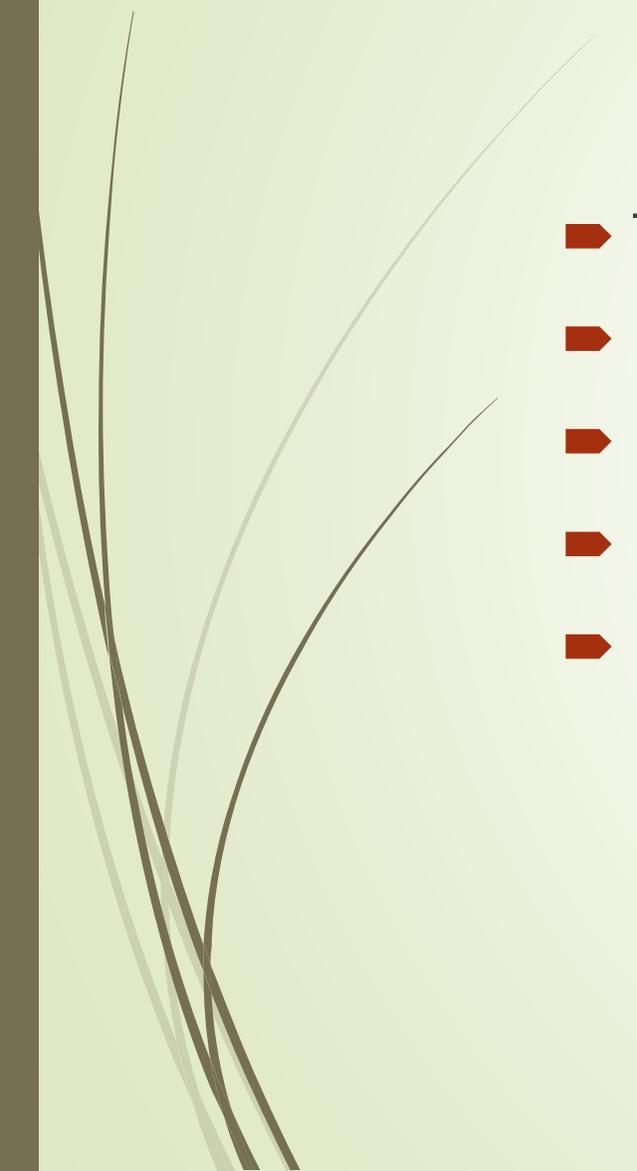


Your Roadmap (APM 325)

Probationary Year	Year	No Service Credit	1 Year Service Credit	2 Years Service Credit
1	2017-18	Probationary Plan	Probationary Plan	Probationary Plan
2	2018-19	Full	Full	Full
3	2019-20	Off-year	Off-year	Off-year
4	2020-21	Full	Full	Full
5	2021-22	Off-year	Full	
6	2022-23	Full		



Key Constructs

- Tenure
 - Probationary Plan
 - PAF and WPAF
 - Responsibility
 - Burden of Proof
- 



Tenure

- ▶ “refers to the right of a faculty member awarded tenure at this campus to continued permanent employment at this campus as a faculty member except when such employment is voluntarily terminated or terminated by the employer pursuant to the collective bargaining agreement or law.”

Working Personnel Action File (WPAF)

The probationary faculty member has the responsibility to place materials in the WPAF that provide documentation regarding individual achievement in each category to be reviewed. In addition, the probationary faculty member is responsible for providing a completed and signed application form and an updated vita.

Because the Dean is the custodian of the PAF it is the Dean's responsibility to see that the following information is placed in the candidate's WPAF:

- a. The Access Log and Check Sheet
- b. A copy of the approved Probationary Plan and a description of any non-instructional assignments
- c. The Retention and Tenure Form as prepared and completed by the department peer review committee
- d. Numerical data on student ratings including departmental and, if available, college/school norms
- e. A copy of the student ratings form used by the department or college/school
- f. All peer evaluations (in reverse chronological order)
- g. Any letters and/or other written comments which have been signed and included in the Personnel Action File from students, colleagues, or other individuals regarding a faculty member's performance in any category to be used as evidence in the review process
- h. All previous Retention and Tenure Forms including written reasons (in reverse chronological order) and
- i. The President's final decision for each probationary year review



The WPAF is
EVERYTHING.





Criteria for Reappointment

“The basis for a positive recommendation for reappointment to two additional probationary years (retention without tenure) is satisfactory progress toward the achievement of the criteria and standards in:”

- Scholarship of Teaching (i.e., “effective teaching”)
- Scholarship of Application, Integration, and Discovery (i.e., “professional, scholarly, and creative activities”)
- University and Community Service (i.e., “university and public service”)
- “including an established pattern of productive working relationships with peers and colleagues.”



Building “The Binder”

- ▶ Required Forms
- ▶ Vitae
- ▶ The “Guts”
 - ▶ Sections 8, 9, and 10

Department

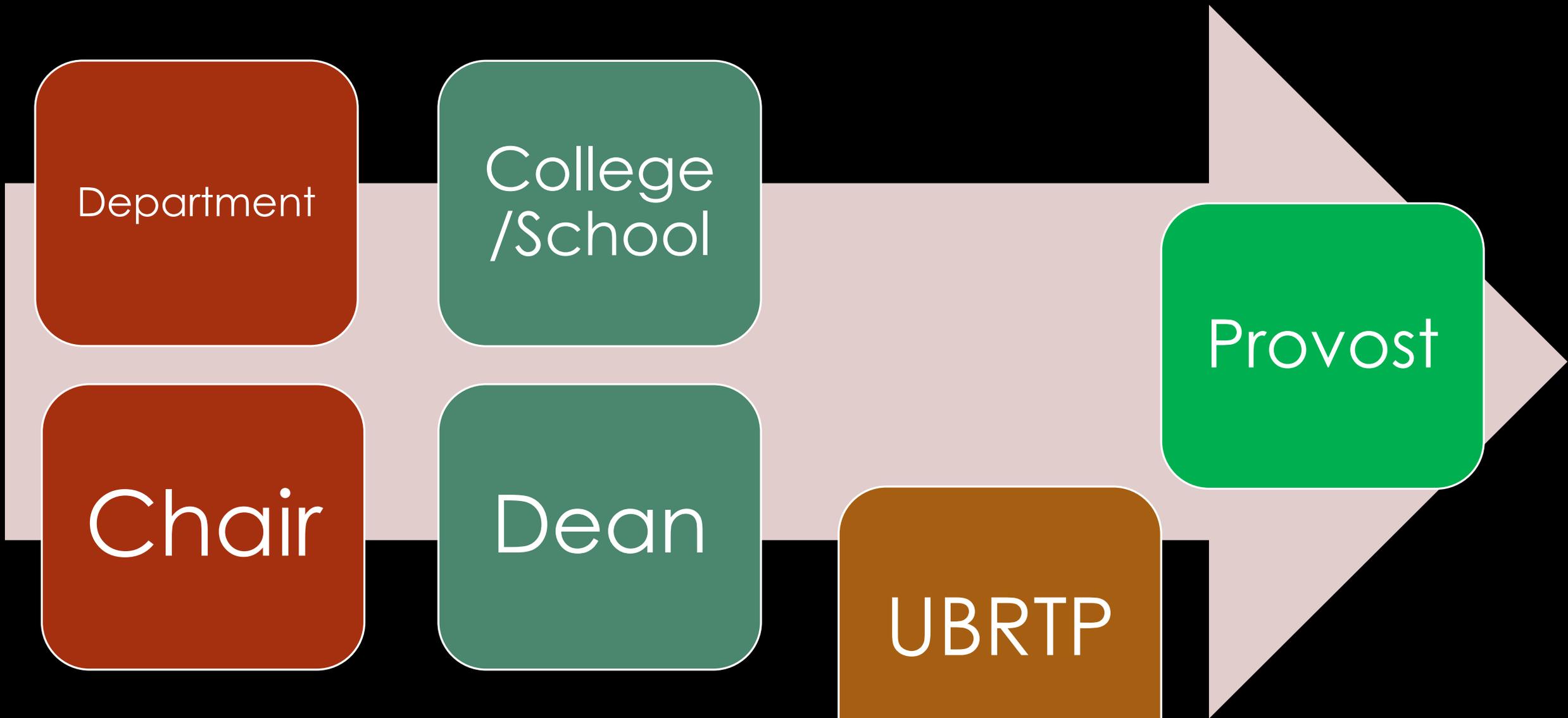
College
/School

Chair

Dean

UBRTP

Provost





At Every Level of Review

- ▶ Notification of Recommendation (5 days prior to placement in the WPAF)
- ▶ Within 5 days of notification; candidate may request a meeting with the recommending person or group
 - ▶ Meeting must take place within 10 days of the request.
- ▶ Within 10 days of notification; candidate may submit a response/rebuttal to the recommendation



What about late additions to the WPAF?

- “(a) the material was not accessible prior to the deadline, **and**
- (b) subject to approval for insertion by the University Board on Retention, Tenure and Promotion (UBRTP). Faculty submitting additional materials must initially submit the request (at any time prior to the Provost’s decision) to the Office of Faculty Affairs for routing.
- This provision does not affect requests for additional information or clarification from committees or administrators, recommendations, reasons, responses, etc., placed in the WPAF pursuant to university procedures in the normal course of the RTP process.”



Criteria for Early Tenure

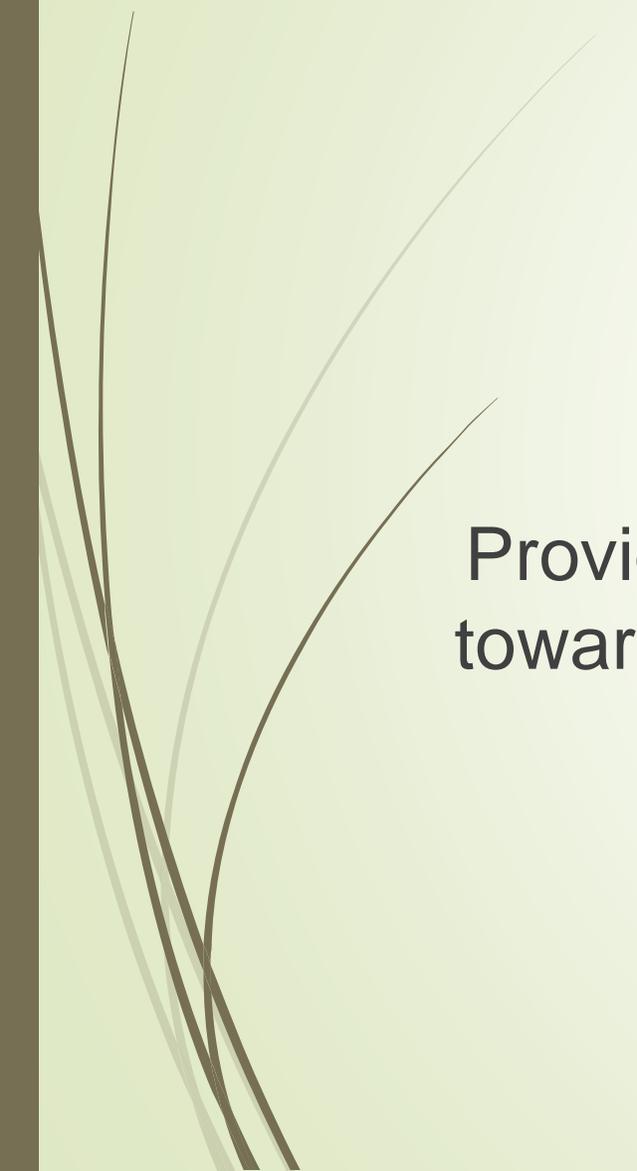
Faculty members seeking early tenure must provide evidence of sustained excellent performance in all three areas: Scholarship of Teaching; The Scholarship of Application, Integration, and Discovery; and university and community service.



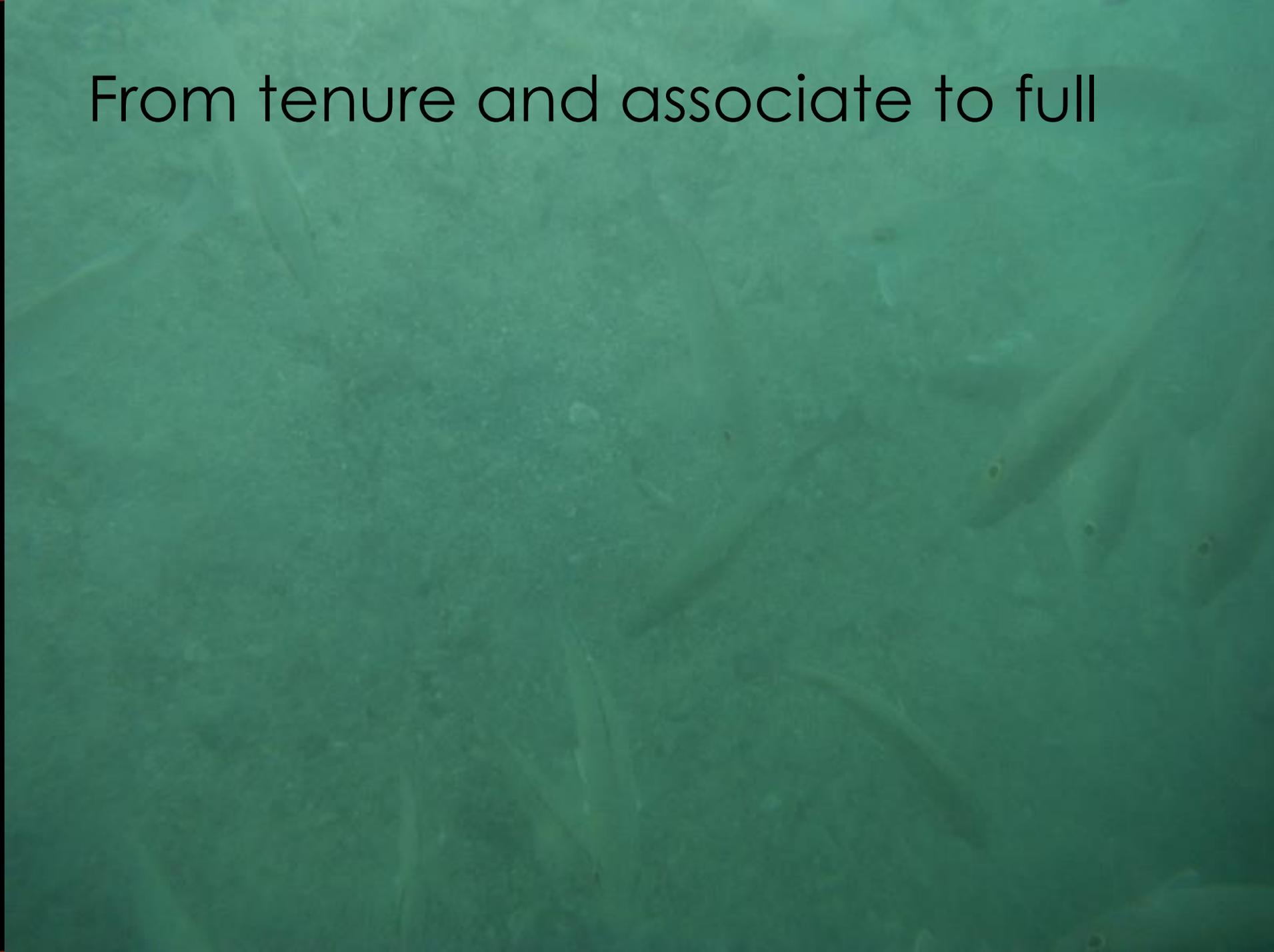
NARRATIVES

Tell your story.

Provide context for how you are making progress toward the standards for tenure and/or promotion.



From tenure and associate to full





Additional Criteria for Promotion to Full Professor (or Equivalent)

“Full Professors play a critical role in determining the University’s intellectual quality. Therefore, it is incumbent upon those seeking the highest academic faculty rank to present a record of accomplishment commensurate with senior status in the discipline and in the University. This means, in general, that the faculty member’s teaching, scholarship, and service should demonstrate broadly-recognized, well-established distinction in his/her discipline. The standards for promotion will be sustained activity and quality contributions.”



“Teaching Effectiveness

Teaching is the most important responsibility faculty members have. Promotion to Professor requires that the candidate demonstrate a sustained pattern of excellent teaching, supported by peer evaluations, student ratings, and a teaching portfolio.

The successful candidate for promotion will also provide evidence that his/her teaching has matured over the course of her/his academic career.

Research, Scholarship, & Creative Activity

Candidates for promotion to Professor must demonstrate achievement and substantial activity in, and contributions to, the discipline. This expectation could be met, in part, by demonstrated leadership in their professional communities— but leadership alone cannot serve as the sole substitute for the significant research, scholarship, or artistic productivity that defines distinction in the discipline.”



“University & Public Service

Faculty seeking promotion to Professor should show substantial evidence of increasing leadership responsibilities at both the department and college/school levels. Significant university-wide service is also expected, though equivalent community service may be considered an acceptable alternative.”





Consideration for Early Promotion

Procedure

“An individual consultation with the Provost must take place prior to consideration for early promotion. A faculty member seeking early promotion shall provide the Provost with a letter outlining his/her accomplishments. This letter shall be sent to the Provost two weeks prior to the scheduled consultation. The WPAF is not to be submitted at this time. Encouragement from the Provost to consider applying for early promotion does not guarantee that early promotion will be awarded.”



Criteria for Early Promotion

“Faculty members seeking early promotion must provide evidence of sustained excellent performance in all three areas: Scholarship of Teaching; the Scholarship of Discovery/Application/Integration; and university and public service as described above. In order to meet this standard, it is expected that the documented performance must demonstrate sustained excellence in all three categories and distinguish the faculty member from successful candidates who applied for promotion during the normal time-in-rank review cycle.”