



# Promotion and Tenure Workshop

# Welcome & Introductions

Please share..

- Name, rank, department, college
- A question that I can answer for you today







What words come to mind when you  
think about a promotion and tenure review?

*Use the chat function to share!*



# Tenure and Promotion Workshop Goals

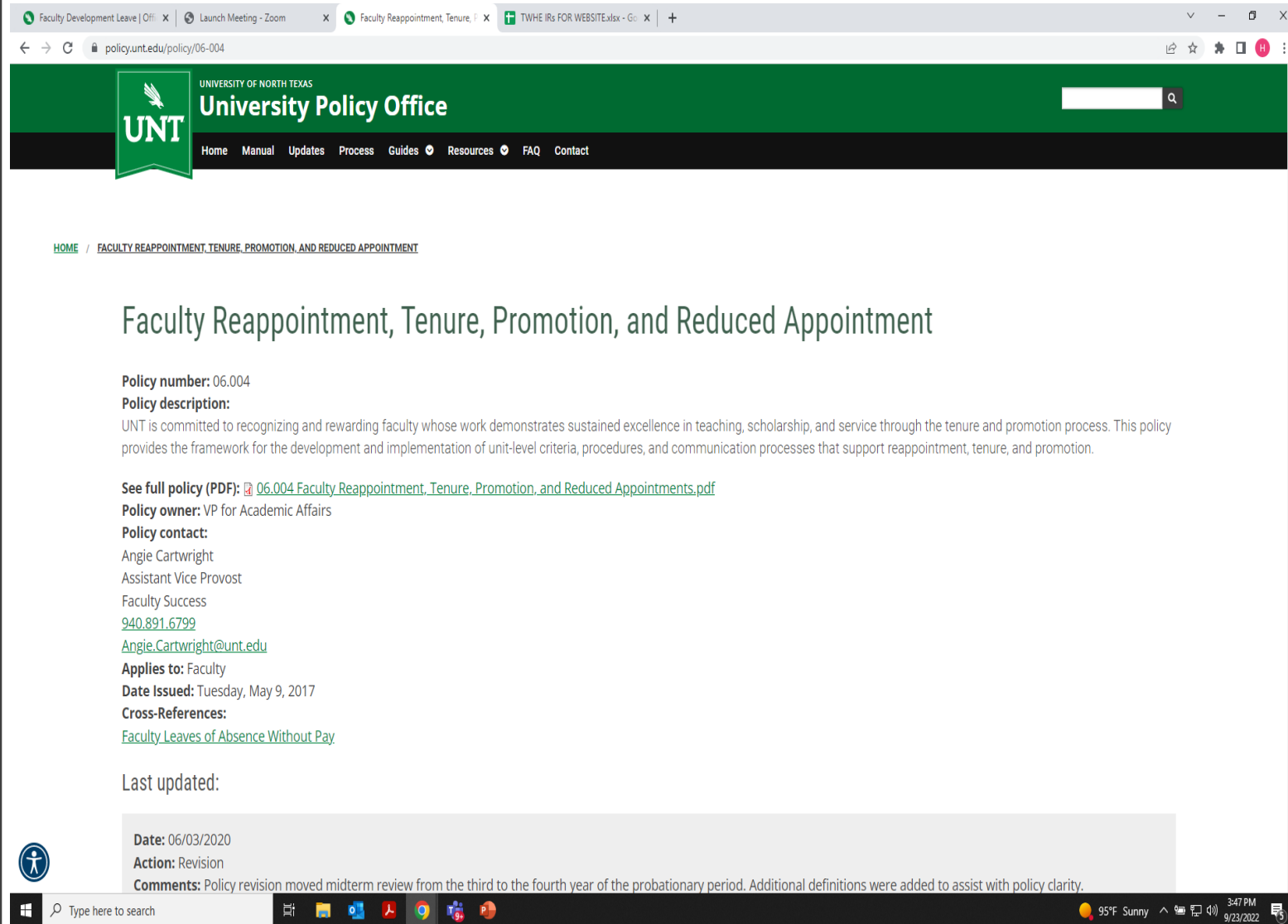
- Review P&T review criteria and UNT policy governing your review
- Discuss process and utility of the probationary review process
- Suggest tips for planning for a successful review



# What are the P&T review criteria?

- “Excellence in scholarship, teaching, and service” – UH policy *and* dependent on your **college and department criteria**
- Keep in mind the context of a **Carnegie R1 designated university**
- Unit-level tenure guidelines are in effect **at the time of initial appointment**; if these change, the *faculty* can choose which criteria to use in their review

## UNT Policy 06.004



The screenshot shows a web browser window with multiple tabs. The active tab is 'policy.unt.edu/policy/06-004'. The website header is green with the UNT logo and 'University Policy Office'. A navigation bar includes links for Home, Manual, Updates, Process, Guides, Resources, FAQ, and Contact. The main content area has a breadcrumb trail: HOME / FACULTY REAPPOINTMENT, TENURE, PROMOTION, AND REDUCED APPOINTMENT. The title is 'Faculty Reappointment, Tenure, Promotion, and Reduced Appointment'. The policy number is 06.004. The description states that the university is committed to recognizing and rewarding faculty excellence. A link to the full policy PDF is provided. The policy owner is the VP for Academic Affairs, and the contact is Angie Cartwright, Assistant Vice Provost for Faculty Success, with a phone number and email address. The policy applies to faculty, was issued on May 9, 2017, and has cross-references to 'Faculty Leaves of Absence Without Pay'. It was last updated on 06/03/2020 as a revision. A comment notes that the policy revision moved the midterm review from the third to the fourth year of the probationary period.

Policy number: 06.004

**Policy description:**  
UNT is committed to recognizing and rewarding faculty whose work demonstrates sustained excellence in teaching, scholarship, and service through the tenure and promotion process. This policy provides the framework for the development and implementation of unit-level criteria, procedures, and communication processes that support reappointment, tenure, and promotion.

**See full policy (PDF):** [06.004 Faculty Reappointment, Tenure, Promotion, and Reduced Appointments.pdf](#)

**Policy owner:** VP for Academic Affairs

**Policy contact:**  
Angie Cartwright  
Assistant Vice Provost  
Faculty Success  
[940.891.6799](tel:940.891.6799)  
[Angie.Cartwright@unt.edu](mailto:Angie.Cartwright@unt.edu)

**Applies to:** Faculty

**Date Issued:** Tuesday, May 9, 2017

**Cross-References:**  
[Faculty Leaves of Absence Without Pay](#)

**Last updated:**

**Date:** 06/03/2020  
**Action:** Revision  
**Comments:** Policy revision moved midterm review from the third to the fourth year of the probationary period. Additional definitions were added to assist with policy clarity.

<https://policy.unt.edu/policy/06-004>

# Probationary Review (Tenure-Track, 06.004 I)

- The maximum probationary period for a faculty member appointed as an assistant professor is the equivalent of **six (6) years of full-time service**.
- Each year, you will be reviewed and provided feedback on your RTS (research, teaching, service) by your unit's Personal Affairs Committee (PAC) and Chair.
- **Mandatory comprehensive reviews occur in Year 4 (Midterm Review) and Year 6 (Tenure Review)\***. A Year 5 Reappointment Review *may* occur.
  - \*could be **earlier** – if faculty elects to go up sooner than Year 6
  - \*could be **later** – if faculty is approved for Stop the Clock (STC)



# Stop the Clock (STC) Process Qualifying Events

- **Include, but are not limited to:**
  - birth/adoption, responsibility for managing the illness/disability of a family member, serious, persistent personal health issues, death of a spouse/domestic partner or child, military service, significant delays in fulfillment of UNT resources committed in an appointment letter
  - Not having met teaching, scholarship, and service expectations during a previous review period *does not qualify* as an extenuating circumstance
- **STC Duration:** One (1) year (may be extended to two years)
- **STC Request Process:**
  - Discuss with your Department Chair and complete the STC Form (<https://vpaa.unt.edu/resources/forms>)

# P&T Review Scope Policy (06.004. IV.A.2)

- **Emphasis on academic work accomplished during the probationary period at UNT**
- Previous achievements will be considered as part of a “holistic review”
- Review employment offer letter for any additional information





# Promotion to Full Review (06.004 IV B3)

- No time duration, *although highly encouraged*
- Criteria include evidence of ***sustained excellence*** in each of the **three (3) domains of teaching, scholarship, and service** consistent with criteria outlined in UNT and unit/college-level policies for attainment of tenure.





# P&T Dossier Components, Checklist VPAA-170

- Complete **current curriculum vita**
- Self-evaluation, **personal statement** (maximum 750 words)
- **Unit tenure & promotion criteria**
- Cumulative results of **annual evaluations**
- **Summary evaluation of teaching effectiveness**, including statistical summaries of student evaluation of teaching (SPOT)



# P&T Dossier Components, Checklist VPAA-170

- Recommendations from Unit Review Committee, Chair, College Review Committee, Dean
- Additional letters of dissent from previous evaluation of the candidate
- **For 6<sup>th</sup> year P&T Review Only:**
  - Reappointment votes for fourth and subsequent years (6<sup>th</sup> year P&T Review only)
  - External Review Letters (6<sup>th</sup> year P&T Review only)



# Suggestions on External Reviewers (min. of 5 reviewers)

It is not too early to begin developing an external reviewer list!



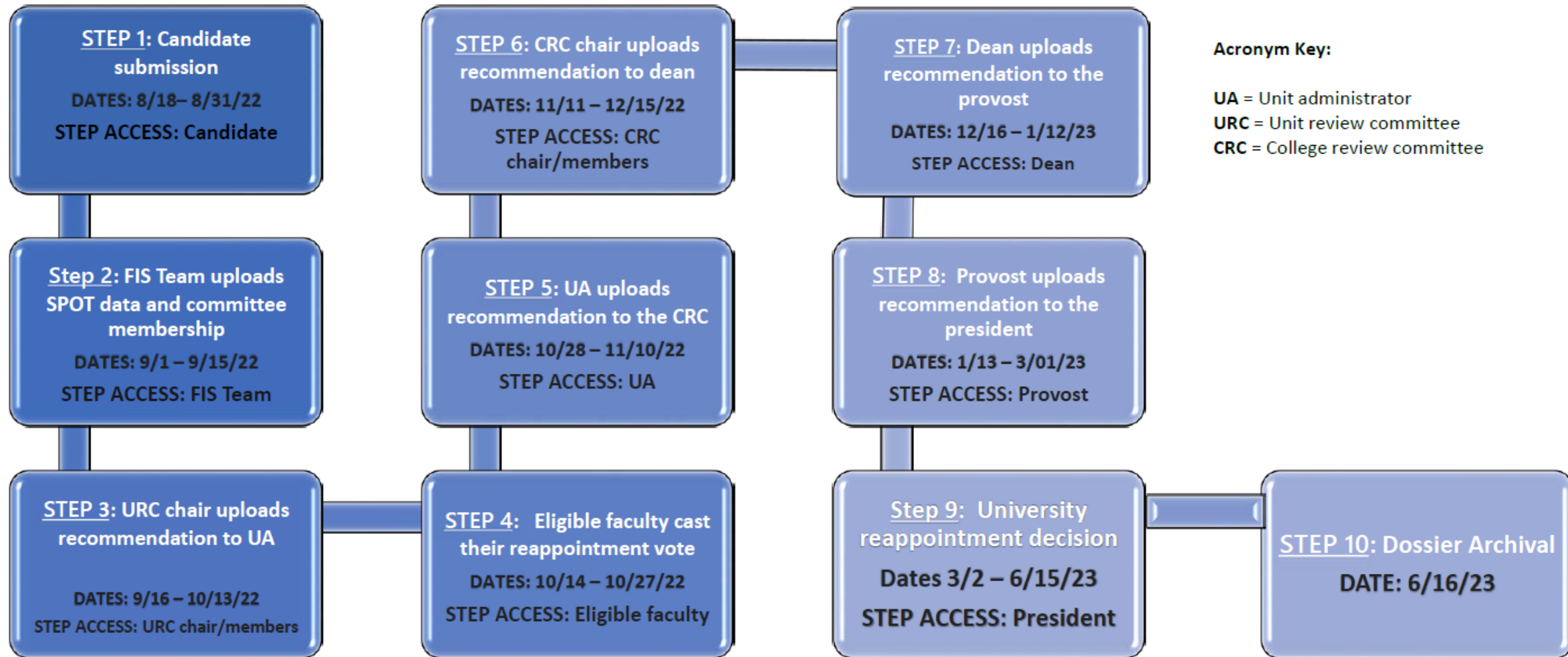
*Excludes* past mentors, dissertation advisor, or a frequent or current collaborator in the last five (5) years, nor have a personal relationship with the candidate.

- Hold the rank **at or above the rank to which the candidate aspires** **OR** have **demonstrably equivalent qualifications and a position in a non-academic organization.**
- External reviewers should be **experts in the candidate's discipline**
- **From peer or/and aspirational peer institutions (R1s)**
- Colleges/depts may have **different methods for choosing external reviewers**





## Midterm Year Tenure and Promotion Flowchart



## 6<sup>th</sup> Year Tenure and Promotion Flowchart

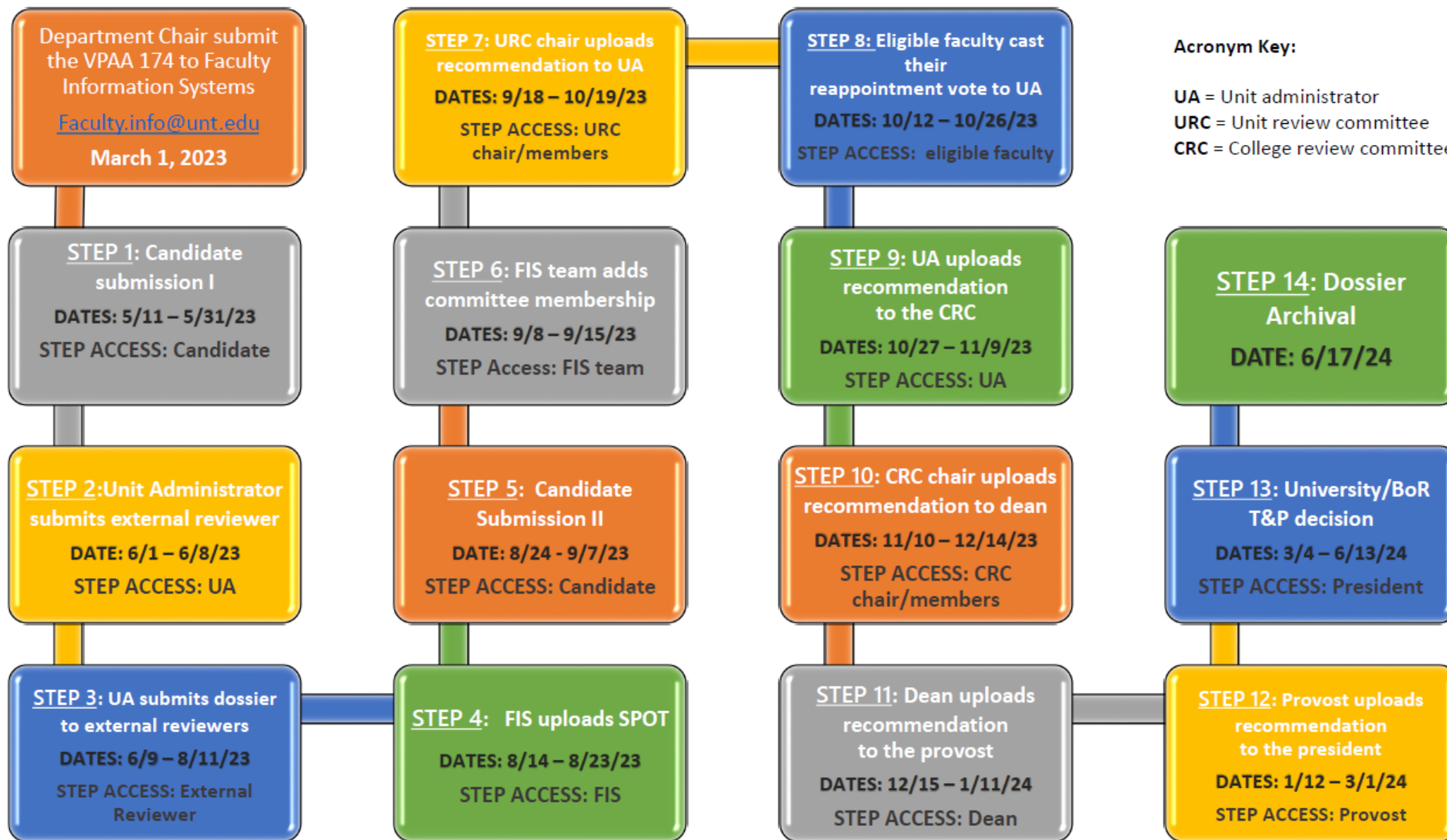
P&T Flowcharts and Schedules:  
<https://vpaa.unt.edu/provost/fis/tenure>

### Acronym Key:

UA = Unit administrator

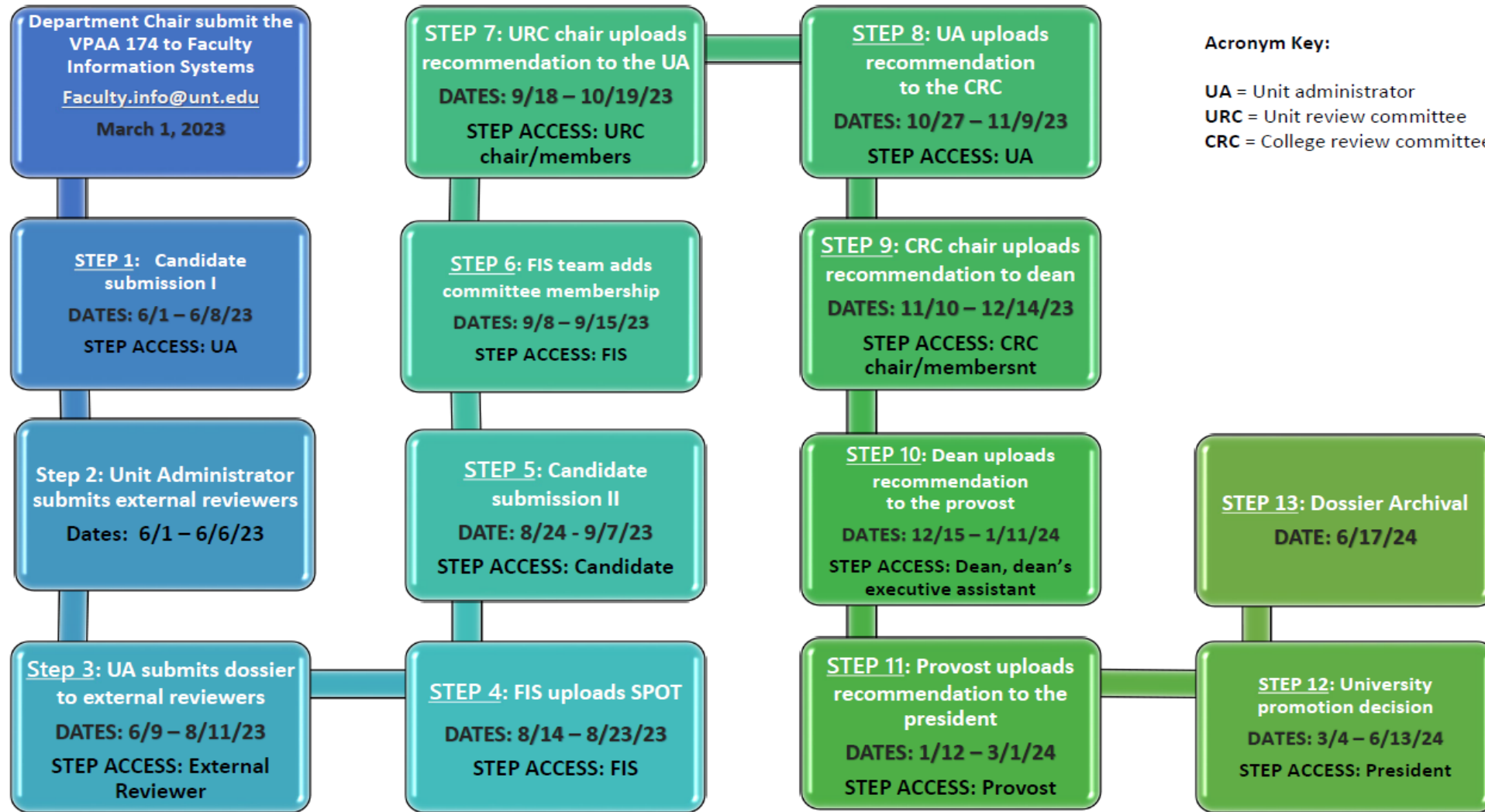
URC = Unit review committee

CRC = College review committee





## Associate to Full Professor Promotion Flowchart



# Mentors & Faculty Advocates (Faculty Success)



- **Mentoring:**
  - **Internal:** one-one and group mentoring; Mentoring Grants Program
  - **External:** Mentoring Grants Program (Micro, Teams), CREATE
- **Faculty Advocates** (to be requested if there is likely a negative decision on P&T):
  - to clarify aspects of the tenure and promotion process and/or answer questions regarding the candidate's case. An advocate is preferably an expert in the candidate's field, but not an academic administrator.





# Other Faculty Success P&T Resources -

<https://vpaa.unt.edu/fs>



- **Writing Groups:** structured writing team with support and sustenance!
- **National Center for Faculty Development and Diversity (NCFDD):** online mentoring, learning, support networks
- **Research and Grants:** grants and awards training
- **Faculty Resource Groups (6):** support and networking among faculty interest groups (you can join more than one!)







# Promotion and Tenure Success

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- **Prepare now:** Policy, Criteria, Process, Reviewers
- View your PT portfolio **as a story (with evidence)** – central focus and overlapping areas – consider a Venn diagram?
- Ask for and develop your **support networks:**
  - Evidence of mentoring must be provided (V.A.5)
  - Annual workshops (II.C.1)
  - Mentors (II.C.2)
  - Faculty Resource Groups



# Tell us how we did!

- Please provide some feedback on our workshop. We use your feedback this each term to update our workshops.



[https://unt.az1.qualtrics.com/jfe/form/SV\\_agw7GbxvUpsXHO6](https://unt.az1.qualtrics.com/jfe/form/SV_agw7GbxvUpsXHO6)



Questions,  
Comments,  
Wonderings?

WHERE  
*faculty*  
SOAR 



OFFICE OF THE PROVOST &  
DIVISION OF ACADEMIC AFFAIRS  
Faculty Success