Pathway to Promotion for Tenure Faculty

February 15, 2021
Promotion and Tenure

Among most important process a university undertakes

Goal: Processes to be fair and transparent as possible
Scholarship, teaching, and service are all important.

- Process: everyone follows 06.004
- Criteria:
  - General guidance in 06.004
  - Specific criteria at unit level

Be familiar with your department, college, and UNT standards. Ask questions!

Add documentation of your accomplishments as you go – don’t wait until dossier preparation time.
Length of Probationary Period (06.004 I)

NORMALLY, In The Sixth Year

<table>
<thead>
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<th>Coming up early (should be highly unusual)</th>
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<tbody>
<tr>
<td>✓ Not earlier than Year 4</td>
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<tr>
<td>✓ If unsuccessful, can try again in Year 6</td>
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<tr>
<th>Extending the probationary period</th>
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<td>✓ Qualifying circumstances</td>
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<td>✓ Timing: usually prior to beginning of</td>
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<td>5th year, but ASAP</td>
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<td>✓ “Stop-the-Clock” form</td>
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Length of Period Associate Professor
(06.004 IV B3)

- No set time period
- If unsuccessful, can try again
Mentoring and Support

Mentoring
- Evidence of mentoring must be provided (V.A.5)
- Annual workshops (II.E.1)
- Mentors (II.E.2)

Advocacy System (II.E.3 and V.D-I)
- Candidate must be notified if decision-maker is considering a negative review
- Candidate may request a meeting with any of the above and may choose to bring along a faculty advocate
- Advocate cannot be department chair
Components of the Official Dossier

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

- Recommendation of unit review committee
- Recommendation of chair
- Recommendation of college review committee
- Recommendation of dean
- Reappointment votes for fourth and subsequent years
- Additional letters of dissent from previous evaluation of the candidate
- HOW—Faculty Information System (FIS)
Midterm Review

- COMES QUICKLY
- DOSSIER MINUS EXTERNAL LETTERS
- SELF-STATEMENT IS IMPORTANT
Tips for the Dossier: General

- Follow VPAA-170 (checklist)
- Pay close attention to your college’s guidelines
- The CV that is sent to external reviewers is “final” – it’s the one that will appear in the dossier
Tips for the Dossier: Personal Statement

- Important – spend a lot of time on it
- Be truthful, but this is not the time to be modest!
- Proofread!
- Ask your colleagues to read and comment on your essay
- Don’t exceed 750 words
Scope of Review:

Policy 06.004. IV.A.2

- Evaluations and recommendations will place emphasis on academic work accomplished during the probationary period at UNT
- Previous achievements will be considered in the course of a holistic review
- Review your employment offer letter for any additional information
Tips for the Dossier: External Reviews

- It’s never too early to start thinking of potential reviewers and cultivating relationships.
- There need to be at least five.
- Be prepared to generate names of individuals to serve as reviewers.
- Understand that reviewers will be asked to evaluate your scholarly/creative contributions.
- External letters in FIS.
Midterm and Mandatory 5th Year Tenure and Promotion Flowchart

**STEP 1: Candidate submission**
DATES: 8/19 – 8/30/21
STEP ACCESS: Candidate

**Step 2: FIS Team uploads SPOT data and committee membership**
DATES: 8/31 – 9/16/21
STEP ACCESS: FIS Team

**STEP 3: URC chair uploads recommendation to UA and eligible faculty cast their reappointment vote to UA**
DATES: 9/17 – 10/14/21
STEP ACCESS: URC chair/members and eligible unit faculty

**STEP 4: UA uploads recommendation to the CRC**
DATES: 10/15 – 11/11/21
STEP ACCESS: UA

**STEP 5: CRC chair uploads recommendation to dean**
DATES: 11/12 – 12/16/21
STEP ACCESS: CRC chair/members

**STEP 6: Dean uploads recommendation to the provost**
DATES: 12/17 – 1/13/22
STEP ACCESS: Dean, dean’s executive assistant

**STEP 7: Provost uploads recommendation to the president**
DATES: 1/14 – 3/1/22
STEP ACCESS: Provost, provost’s executive assistant

**STEP 8: University reappointment decision**
DATES: 3/2 – 6/16/22
STEP ACCESS: President

**STEP 9: Dossier Archival**
DATE: 6/17/22

Acronym Key:
- UA = Unit administrator
- URC = Unit review committee
- CRC = College review committee
Action Items for You

- Identify an achievable set of personal and professional goals and develop a realistic plan to meet them.
- Align your time with your workload.
- Time management: ensure that your goals are realistic and doable.
- Meet often with your chair and members of your unit review committee.
- Identify mentors for long-term success.
- Develop a network of accountability and support.
Questions!

Please email Faculty.Success@unt.edu for further assistance.
Thank you!