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

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](https://vpaa.unt.edu/resources/forms))
- 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)

VPAA Forms can be found: https://vpaa.unt.edu/resources/forms
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 6th year P&T Review Only:
  • Reappointment votes for fourth and subsequent years (6th year P&T Review only)

  • External Review Letters (6th year P&T Review only)

VPAA Forms can be found: https://vpaa.unt.edu/resources/forms
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**

**Step 1: Candidate Submission**
- Dates: 8/18 – 8/31/22
- Step Access: Candidate

**Step 2: FIS Team Uploads SPOT Data and Committee Membership**
- Dates: 9/1 – 9/15/22
- Step Access: FIS Team

**Step 3: URC Chair Uploads Recommendation to UA**
- Dates: 9/16 – 10/13/22
- Step Access: URC Chair/members

**Step 4: Eligible Faculty Cast Their Reappointment Vote**
- Dates: 10/14 – 10/27/22
- Step Access: Eligible Faculty

**Step 5: UA Uploads Recommendation to the CRC**
- Dates: 10/28 – 11/10/22
- Step Access: UA

**Step 6: CRC Chair Uploads Recommendation to Dean**
- Dates: 11/11 – 12/15/22
- Step Access: CRC Chair/members

**Step 7: Dean Uploads Recommendation to the Provost**
- Dates: 12/16 – 1/12/23
- Step Access: Dean

**Step 8: Provost Uploads Recommendation to the President**
- Dates: 1/13 – 3/01/23
- Step Access: Provost

**Step 9: University Reappointment Decision**
- Dates: 3/2 – 6/15/23
- Step Access: President

**Step 10: Dossier Archival**
- Date: 6/16/23

**Acronym Key:**
- **UA** = Unit administrator
- **URC** = Unit review committee
- **CRC** = College review committee

P&T Flowcharts and Schedules: [https://vpaa.unt.edu/provost/fis/tenure](https://vpaa.unt.edu/provost/fis/tenure)
6th Year Tenure and Promotion Flowchart

STEP 1: Candidate submission I
DATES: 5/11 – 5/31/23
STEP ACCESS: Candidate

STEP 2: Unit Administrator submits external reviewer
DATE: 6/1 – 6/8/23
STEP ACCESS: UA

STEP 3: UA submits dossier to external reviewers
DATES: 6/9 – 8/11/23
STEP ACCESS: External Reviewer

STEP 4: FIS uploads SPOT
DATES: 8/14 – 8/23/23
STEP ACCESS: FIS

STEP 5: Candidate Submission II
DATE: 8/24 – 9/7/23
STEP ACCESS: Candidate

STEP 6: FIS team adds committee membership
DATES: 9/8 – 9/15/23
STEP Access: FIS team

STEP 7: URC chair uploads recommendation to UA
DATES: 9/18 – 10/19/23
STEP ACCESS: URC chair/members

STEP 8: Eligible faculty cast their reappointment vote to UA
DATES: 10/12 – 10/26/23
STEP ACCESS: Eligible faculty

STEP 9: UA uploads recommendation to the CRC
DATES: 10/27 – 11/9/23
STEP ACCESS: UA

STEP 10: CRC chair uploads recommendation to dean
DATES: 11/10 – 12/14/23
STEP ACCESS: CRC chair/members

STEP 11: Dean uploads recommendation to the provost
DATES: 12/15 – 1/11/24
STEP ACCESS: Dean

STEP 12: Provost uploads recommendation to the president
DATES: 1/12 – 3/1/24
STEP ACCESS: Provost

STEP 13: University/BoR T&P decision
DATES: 3/4 – 6/13/24
STEP ACCESS: President

STEP 14: Dossier Archival
DATE: 6/17/24

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Department Chair submit the VPAA 174 to Faculty Information Systems
Faculty.info@unt.edu
March 1, 2023

P&T Flowcharts and Schedules:
https://vpaa.unt.edu/provost/fis/tenure
Associate to Full Professor Promotion Flowchart

**Step 1:** Candidate submission I
- Dates: 6/1 – 6/8/23
- Step Access: UA

**Step 2:** Unit Administrator submits external reviewers
- Dates: 6/1 – 6/6/23

**Step 3:** UA submits dossier to external reviewers
- Step Access: External Reviewer

**Step 4:** FIS uploads SPOT
- Dates: 8/14 – 8/23/23
- Step Access: FIS

**Step 5:** Candidate submission II
- Date: 8/24 – 9/7/23
- Step Access: Candidate

**Step 6:** FIS team adds committee membership
- Dates: 9/8 – 9/15/23
- Step Access: FIS

**Step 7:** URC chair uploads recommendation to the UA
- Dates: 9/18 – 10/19/23
- Step Access: URC chair/members

**Step 8:** UA uploads recommendation to the CRC
- Dates: 10/27 – 11/9/23
- Step Access: UA

**Step 9:** CRC chair uploads recommendation to dean
- Dates: 11/10 – 12/14/23
- Step Access: CRC chair/members

**Step 10:** Dean uploads recommendation to the provost
- Dates: 12/15 – 1/11/24
- Step Access: Dean, dean’s executive assistant

**Step 11:** Provost uploads recommendation to the president
- Dates: 1/12 – 3/1/24
- Step Access: Provost

**Step 12:** University promotion decision
- Dates: 3/4 – 6/13/24
- Step Access: President

**Step 13:** Dossier Archival
- Date: 6/17/24

Acronym Key:
- UA = Unit administrator
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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

• **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_agw7GbxyUpsXHO6
Questions, Comments, Wonderings?