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
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)

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

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

<table>
<thead>
<tr>
<th>Exclude past mentors, dissertation advisor, or a frequent or current collaborator in the last five (5) years, nor have a personal relationship with the candidate.</th>
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<tr>
<td>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.</td>
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<td>External reviewers should be experts in the candidate’s discipline</td>
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<td>From peer or/and aspirational peer institutions (R1s)</td>
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<td>Colleges/depts may have different methods for choosing external reviewers</td>
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Midterm 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  
DATES: 9/17 – 10/14/21  
STEP ACCESS: URC chair/members

**STEP 4:** Eligible faculty cast their reappointment vote  
DATES: 10/15 – 10/28/21  
STEP ACCESS: Eligible faculty

**STEP 5:** UA uploads recommendation to the CRC  
DATES: 10/29 – 11/11/21  
STEP ACCESS: UA

**STEP 6:** CRC chair uploads recommendation to dean  
DATES: 11/12 – 12/16/21  
STEP ACCESS: CRC chair/members

**STEP 7:** Dean uploads recommendation to the provost  
DATES: 12/17 – 1/13/22  
STEP ACCESS: Dean

**STEP 8:** Provost uploads recommendation to the president  
DATES: 1/14 – 3/01/22  
STEP ACCESS: Provost

**Step 9:** University reappointment decision  
Dates 3/2 – 6/16/22  
STEP ACCESS: President

**STEP 10:** Dossier Archival  
DATE: 6/17/22

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)
Mandatory P&T (6th Year) Review Process

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

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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
Questions, Comments, Wonderings?