

2022-2023
**Processes for Reappointment,
Tenure, and Promotion**

Fall 2022 Info Session

2022- 2023

Committee of Tenured Faculty



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Outline

- Overview (timeline, process)
- Materials & Process Details
- Tips for Candidates and Chairs/Program Directors

Disclaimer: Every effort has been made to synchronize the information here with the current Faculty Handbook. The Handbook is the authoritative source; any differences here must be resolved in favor of the Handbook.

<http://www3.unca.edu/aa/handbook/>

Interfolio

- During the 2022-23 review year, all reappointment, tenure and promotion cases will be facilitated using Interfolio
- UNCA specific user guides for Interfolio are available on the Academic Affairs website
- Interfolio specific questions can be directed to Angie Irvin in the Provost's Office

Process Overview/Timetable: Reappointment & Promotion to Associate Professor with Tenure (2022-23)

Monday, October 31: Candidate submits all materials in Interfolio and sends case forward to Department Chair

October 31- November 18: Departmental review

Monday, November 28: Chair's statement due to candidate

Monday, December 12: Chair sends the case forward in Interfolio

December 12 - December 16: Academic Affairs reviews and forwards cases to CTF

December 16 - March 24, 2023: CTF reviews cases in Interfolio & presents their recommendations to Provost

April 2023: Provost's recommendations conveyed to candidates & Chancellor

May 2023: Board of Trustees votes for approval of tenure recommendations

Process Overview and Timetable: Promotion to Full Professor or Senior Lecturer (2022-23)

Thursday, December 1: Candidates requesting review for promotion to full or senior lecturer need to inform their Chair and Academic Affairs in writing via email

Friday, January 13, 2023: Candidate submits all materials in Interfolio and sends case forward to Department Chair (or other designated chair)

Monday, January 16 - Friday, February 3: Departmental review

Friday, February 10: Chair's statement due to candidate

Monday, February 20: Chair sends the case forward in Interfolio

February 20 – February 24: Academic Affairs reviews and forwards cases to CTF

February 24 - April 21: CTF reviews promotion and senior lecturer cases in Interfolio & presents their recommendations to Provost

May 2023: Provost's recommendations conveyed to candidates & Chancellor

July 2023: Board of Trustees approval for promotion recommendations

Chairs and Program Directors

When the faculty member under review is a Chair / Program Director

When the faculty member under review serves as a department chair or program director, the Provost and VCAA, or designated program area Dean, in consultation with the faculty member being evaluated, will assign a tenured faculty member to serve in the role of Chair. The designated Chair will have a tenured faculty appointment outside the department (or program) and within the division (or divisions).

<http://www3.unca.edu/aa/handbook/3.htm#3.5.4.1>

Candidate Materials for Departmental Review

Uploaded into Interfolio:

1. Candidate statement (tips & suggestions below)
2. Fall semester partial year faculty record
3. Current C.V.

Notes:

Other materials are allowed to be submitted for review at the departmental level only. These materials could be interpreted and addressed in the Chair's recommendation but will not be included in the case after the departmental review is complete.

**No updates on grants or publications will be accepted after the submission deadline.*

Examples:

- Supporting letters regarding teaching, scholarship or creative work, or service
- Work samples such as syllabi, handouts, portfolios
- Other evidence supporting magnitude and impact of candidate's work

Faculty Handbook 3.5.4.1

Checklist: Materials in the Candidate's Folder

Prepared by Candidate

- ☐ Candidate's Statement
- ☐ C.V.
- ☐ Partial Year Fall 2022 Faculty Record
- ☐ (*Optional*) Candidates may submit a “Statement of Clarification, Explanation, or Rebuttal” of the Chair's recommendation to Academic Affairs

Prepared by Chair or Program Director

- ☐ Recommendation Letter

Prepared by Academic Affairs

- ☐ Student Ratings of Instruction (SRI) - numeric summaries with comments since last review
- ☐ Annual faculty records
- ☐ Annual merit evaluations
- ☐ Prior personnel review letters (Senate document 8317S, if applicable)

Note: CTF may review only those materials listed above.

Faculty Handbook 3.5.4.2

Relevant Process & Policy Documents:

From Faculty Handbook:

- Section 3.3 -- Evaluation of Faculty Members
- Section 3.5 -- Policies and Procedures Governing Reappointment, Tenure and Promotion
- Section 14.2 – UNC-Asheville Tenure Policies and Regulations
- The *Code of the UNC Board of Governors* (system-wide policies - link in Faculty Handbook 3.5.1)

From the Department:

- Departmental Values Statement

General Evaluation Criteria

Teaching success is critical and necessary:

Faculty Handbook section 3.3.3.1:

“The faculty member is expected to show clear, positive evidence of effective teaching. This is the primary and constant consideration in all personnel decisions.”

Section 3.3.2.2:

“Possession of the appropriate degree and demonstrated excellence in teaching are assumed to be prerequisite to any positive recommendation.”

Section 3.3.2.2(b):

“Consideration shall be given to such matters as knowledge of subject matter, effectiveness of course design, clarity of thought and expression, maintenance of fair and appropriate standards, ability to arouse and maintain interest, rapport with students, availability to students, and ability to direct research and non-traditional learning activities.”

General Evaluation Criteria (cont.)

Scholarship and Creative Activity

3.3.2.2(c): “Consideration shall be given to such matters as currency of knowledge in the field, intellectual breadth, scholarly research and publication, creative accomplishments if relevant to the field, activity within professional organizations, and any evidence of recognition of accomplishment by the profession. Evidence suggesting future growth or continued accomplishment in these areas is considered significant.”

3.5.4.3(2): “For community-engaged scholarship and scholarly or creative activity, the candidate should clarify the role of her or his expertise in the work, the faculty role in the process, the process and products of the inquiry and their relevance to academia and the public purpose.”

Service

See section 3.3.3.3; note 3 levels of contribution:

To the Department

To the University

To the Community (related to area of specialization)

Specific Criteria: Reappointment

“To become **reappointed** to a second probationary period as an Assistant Professor an individual must have”:

“...a record of effective teaching”

“...some scholarly/creative activity with the potential for recognized accomplishment in that area”

“...effective service” (“...a high level of effective service would be considered an asset but is not an expectation of candidates at this level.”)

Faculty Handbook Section 3.5.3

Specific Criteria: Promotion to Associate with Tenure

Candidates for promotion to Associate Professor with Tenure are expected to have:

“...a strong record of effective teaching”

“...recognized accomplishment in scholarly/creative activity”

“...effective service both within and outside the department”

“In cases where unusual amounts of service are expected from an untenured faculty member, the University will take this into account in making decisions about promotion to Associate Professor.”

Faculty Handbook Section 3.5.3

Early Application Implies *Risk*

- Early reappointment: shortened evaluation period for Tenure and Promotion.
- Early tenure: See Faculty Handbook 3.5.4.1.2b:

“B. In the case of a requested review (i.e., a promotion or early tenure review), ...Faculty members considering early tenure reviews or promotion reviews prior to the awarding of tenure should note that while a faculty member may request a review for tenure before the contractually specified time, a negative tenure decision in this case is equivalent to a decision to not reappoint the faculty member after completion of the current probationary term. Because a promotion implies tenure, a request for a review for promotion from a non-tenured faculty member has the same consequences.”

From section III-F of the UNC Asheville Tenure Policies and Regulations:

A probationary faculty member who receives a one-year leave of absence also receives an automatic timetable extension of one year. A probationary faculty member who receives a one-semester leave of absence normally does not stop the tenure clock; however, the faculty member may request a one-year timetable extension from the Provost and VCAA.

Automatic not mandatory

A leave of absence due to parental or primary-care duties (as prescribed by the Family Leave and Medical Act) automatically extends the probationary period by one year unless requested by the faculty member and authorized by the Provost and VCAA.

Specific Criteria: Promotion to Professor

Language regarding promotion from Associate Professor to Professor:

“...continued excellence in teaching”

“...further growth and maturity in scholarly/creative activity”

“...a more significant level of service to the department and to the University or community”

“While the evaluation will focus on accomplishments since promotion to Associate Professor, the candidate’s whole career will be taken into consideration.”

“Time spent at the rank of Associate Professor will vary according to rate of achievement.”

Handbook Section 3.5.3

Specific Criteria: Promotion to Senior Lecturer

Language regarding promotion to Senior Lecturer:

- “Only those continuing lecturers who have completed at least seven years as a full-time faculty member (of any rank) are eligible...”
- “high quality teaching”
- “demonstrated noteworthy accomplishments in scholarship and/or service”

Handbook section 2.1.2.1.

Tips for Candidates

Carefully review relevant sections of the Faculty Handbook:

Section 2.1.2 *Faculty Ranks*

Section 3.5.4 *Procedures for Evaluating Faculty Members for Reappointment, Tenure and Promotion.*

Section 3.5.4.3 *Guidelines for Preparation of Documents by Candidates.*

Section 3.5.4.4 *Guidelines for Preparation of Documents by Chairs/Directors*

In section 14 see also:

Section 14.2 Part III(D) *Initiation, Review, and Approval of Promotion and Reappointment Decisions.*

Suggestions for the Candidate's Statement

- Establish departmental/institutional context for your accomplishments. Refer to your departmental values statement.
- **Clearly explain and appropriately emphasize important achievements remembering that CTF members are not in your discipline.**
- Avoid tedious repetition of details but support claims and statements.
- Establish importance and prestige value of journal publications, exhibitions, and other scholarly/creative products.
- Recognize and address (rather than ignoring) issues in your teaching and what remedies have (or have not) been effective.
- Seek out a colleague who is not part of your review process to provide feedback on your letter before submitting it to your chair.
- Make your letter thematically coherent rather than a collection of factoids.
- Suggested length: 6 pages seems like a good benchmark

Suggestions for the *Curriculum Vita*

- The C.V. should document the entire professional career. It is the candidate's responsibility to articulate accomplishments so that CTF members from other disciplines can understand.
- Make sure C.V. is up-to-date and scrupulously checked for accuracy.
- Use subheadings effectively to indicate categories of scholarship.
 - Avoid ambiguous entries in scholarship lists.
- Include full citations with page numbers, ***dates (month and year)*** and (if appropriate) location for all published works.
- Avoid the appearance of “padding” the C.V.
- Avoid use of phrasing such as “Selected Publications” unless the list is truly selective. An exhaustive list is expected in most circumstances.
- Indicate peer-reviewed or refereed scholarship & type of review if applicable.
- List undergraduate research projects mentored ***in a separate section***.
 - Clarify if a project was part of an assigned course or was a dept. requirement.
 - Indicate with full citation if work was presented or published.
- **List dates of tenure, promotion and PTR (if applicable).**
- Seek out a colleague who is not part of your review process to provide feedback on your C.V. before submitting it to your chair.

Essentials for the Chair's Recommendation

- Specify **the date of the meeting of tenured faculty** of the department and the actual (numeric) **vote tally**, even if vote is unanimous. **List the names of all tenured faculty in department**, but do *not* indicate individual votes. Indicate clearly if a tenured member didn't participate in the voting process due to being on PDL or FMLA.
 - Note that abstentions could be viewed as “no” votes.
- Specify reassigned time and associated expectations.
- Mention if candidate is on an abbreviated tenure/promotion clock and why.
- **If candidate holds joint appointments**, See handbook for most recent procedures for including evaluation context from both departments.
- **Include peer review of teaching summary** (briefly describe process as well).
- See section 3.5.4.4 of the Faculty Handbook for detailed instruction on assessments of teaching, scholarship, and service. If there are obvious areas of weakness or problems, address them explicitly.
- “The statement should provide a brief description of the department peer evaluation of teaching process and summarize the results of peer evaluation of the candidate.” (3.5.4.4.1)
- Suggested length: 4 pages seems like a good benchmark

Chair's Recommendation (cont'd)

- Write a clear and thoroughly justified recommendation that connects to the Departmental Values Statement:
 - “If the chair requests reappointment, tenure or promotion for the candidate, there should be no equivocation.” (3.5.4.4)
 - If the chair recommends the candidate be denied reappointment, tenure or promotion, the statement “...should be firm and well reasoned. Courtesy to the candidate requires no less.” (3.5.4.4)

Concluding Comments: The Importance of Process

CTF may review and consider only the contents of the case file. The CTF is not permitted to review supplementary materials directly but instead will learn about the value of these materials via the Chair's letter.

CTF deliberations are strictly limited in scope to permissible areas of evaluation as portrayed solely in the candidate's folder.

CTF endeavors to rigorously follow the carefully crafted and documented process in the effort to ensure fairness, rigor, and compassion.

The substance and circumstances of deliberation are strictly confidential.

CTF members may not discuss such matters with anyone except as part of formal processes specifically allowed in the Faculty Handbook.