

**2023-2024**  
**Processes for Reappointment,  
Tenure, and Promotion**

*Spring 2023 Info Session*

# 2023- 2024

## Committee of Tenured Faculty



Patrick Foo  
*Co-Chair*



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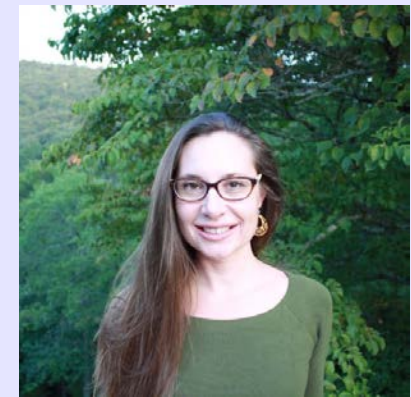
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# Outline

- 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**

- Beginning with 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 30**: Candidate submits all materials in Interfolio and sends case forward to Department Chair

**October 31- November 17**: Departmental review



**Monday, November 27**: Chair's statement due to candidate

**Monday, December 11**: Chair sends the case forward in Interfolio

**December 12 - December 15**: Academic Affairs reviews and forwards cases to CTF

**December 16 - March 22, 2024**: CTF reviews cases in Interfolio & presents their recommendations to Provost

**April 2024**: Provost's recommendations conveyed to candidates & Chancellor

**May 2024**: Board of Trustees votes for approval of tenure recommendations

# Process Overview and Timetable: Promotion to Full Professor or Senior Lecturer (2023-24)

**Friday, 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 12, 2024**: Candidate submits all materials in Interfolio and sends case forward to Department Chair (or other designated chair)

**Monday, January 15 - Friday, February 2**: Departmental review



**Friday, February 9**: Chair's statement due to candidate

**Monday, February 19**: Chair sends the case forward in Interfolio

**February 20 – February 23**: Academic Affairs reviews and forwards cases to CTF

**February 24 - April 19**: CTF reviews promotion and senior lecturer cases in Interfolio & presents their recommendations to Provost

**May 2024**: Provost's recommendations conveyed to candidates & Chancellor

**June 2024**: Chancellor & Provost convey final promotion decisions

# 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 for their entire TT record. If candidate was previously a Lecturer/Visiting Professor at UNCA, those SRIs also included, but not weighed as heavily as the TT years. For Full Professor/Sr. Lecturer candidates, SRIs are from the last 5 years.
- ☐ 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.”



## **Scholarship and Creative Activity**

**3.3.3.2:** “The faculty member should demonstrate continued efforts toward professional development. This can take the form of contributions to one's academic field or interdisciplinary work through scholarship and scholarly or creative activity as those are defined above in 3.1. At minimum it requires demonstrated effort at professional self-development through teaching improvement and keeping abreast of the state of the art in one's field, although the sustained absence of any scholarly or creative product will jeopardize the success of a candidate's application for tenure.”

**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**

**3.3.3.3;** note 3 levels of contribution: the Department, the University, 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*

## “Conversion” Candidates at UNCA

- Recently, several non-TT faculty that were converted to the Tenure Track (e.g. lecturers, UFFDs, etc.)
- For the purposes of CTF review, it is assumed that *starting on the date of their conversion*, these faculty will perform the same Assistant Professor duties (balanced between teaching, scholarship, and service) as other candidates hired in the traditional way. 
- Thus, at the time of review (typically 2.5 years post-hire), all reappointment candidates are assessed with *the same criteria* (i.e. *Faculty Handbook Section 3.5.3*, and the candidate’s Departmental Values Statement).
- Provost meeting today 12:30-1:30 PM Highsmith Student Union - 1927 Room (2<sup>nd</sup> floor 223)

## **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.

