

Perkins College of Education Processes for Completing the Promotion & Tenure Reviews & Forms, Fall 2023

Please adhere as closely as possible to the SFA Policy 7.4, Academic Promotion, the SFA Policy 7.29, Tenure & Continued Employment, and the SFA Policy 7.22, Performance Evaluation of Faculty. The following are the critical processes within the Perkins College of Education related to promotion and tenure during the 2022-2023 academic year.

PCOE Timeline:

- 3 October (Tues.) — faculty submission of portfolio in Faculty Success (by end of day)
- 17 October (Tues.) — academic unit committee forms submitted
- 20 October (Fri.) — academic unit committee acknowledgement/summary submitted
- 7 November (Tues.) — academic unit head acknowledgment
- 11 November (Sat.) — faculty errors of fact (unit)
- 15 November (Wed.) — college committee forms submitted
- 5 December (Tues.) — college committee summary submitted
- 9 December (Sat.) – college committee summary acknowledged by all members
- 23 January (Tues.) - dean review submission
- 30 January (Tues.) - faculty errors of fact (college)
- 6 February (Tues.) — academic unit head acknowledgment
- 16 February (Fri.) — dean acknowledgment

Dossier/Portfolio Guidelines

- ❖ electronic portfolio submitted using Faculty Success (check with Dr. Hendricks)
- ❖ samples of faculty work are acceptable (based on university policy) within each of the three categories—teaching documentation, scholarship documentation, and service documentation. Emphasis in selecting samples should demonstrate growth and accomplishment over time
- ❖ one FAR reflective of the required years of consideration
- ❖ academic unit promotion guidelines and/or tenure guidelines must be included in the dossier/portfolio
- ❖ portfolios are “electronically locked” using the date and time stamps as evidence of meeting the deadline mentioned above; no changes, additions, or removal may occur after submission

PCOE Committee Structure, academic unit

- pre-tenure committee—comprised of all PCOE tenured professors or a sub-group.
- promotion to associate professor committee—comprised of all tenured associate and full professors within the academic unit; review candidates for promotion to the rank of associate professor
- promotion to full professor committee—comprised of all tenured full professors within the academic unit (must have a minimum of 3 full professors); review candidates for promotion to the rank of full professor
- tenure committee—comprised of all tenured faculty within the academic unit; review candidates for tenure and for post-tenure
- post-tenure committee—comprised of all tenured faculty within the academic unit

PCOE Committee Structure, college

- pre-tenure committee: comprised of one elected tenured faculty from each academic unit (committee of 4 members); review candidates for progress towards tenure requirements
- promotion to associate professor committee: comprised of one elected tenured associate or full professor from each academic unit (committee of 4 members); review for promotion to the

- rank of associate professor
- promotion to full professor committee: comprised of one elected tenured full professor from each department and the school (committee of 4 members); review candidates for promotion to the rank of full professor
- post-tenure committee: comprised of one elected tenured associate or full professor from each academic unit (committee of 4 members)
- tenure committee: comprised of one elected tenured faculty from each academic unit (committee of 4 members); review candidates for tenure and for post-tenure

Levels of Review

- Applicants with e-portfolios for pre-tenure, promotion, tenure or post-tenure, will follow the workflow provided in Faculty Success through MySFA. Applicants are responsible for sharing and approving their materials following the college guidelines and timeline. Training and materials are provided on the [Office of Institutional Research website](#).
- Each pre-tenure faculty candidate's dossier/portfolio will receive two levels of review—an academic unit committee review and a unit head's review.
- Each tenure faculty candidate's dossier/portfolio will receive five (5) levels of review—an academic unit committee review, a unit head's review, a college committee review, and a dean's review for tenure—before going on to the provost
- Each promotion faculty candidate's dossier/portfolio will receive five (5) levels of review—an academic unit committee review, a unit head's review, a college committee review, and a dean's review for promotion—before going on to the provost
- Each post-tenure faculty candidate's dossier/portfolio will receive three (3) levels of review—an academic unit committee review, a unit head's/director's review, and a dean's review for post-tenure—before a college summary report is sent to the provost

Committee Processes

- ❖ The committee members elect a chair to be responsible for orchestrating the work of the committee.
- ❖ Each member of the committee reviews each portfolio, making notes in anticipation of the committee meeting. Their form should be submitted through Faculty Success. Once the committee member summary has been written on behalf of the committee, each committee member must acknowledge the summary.
- ❖ At the committee meeting(s), each faculty candidate's dossier/portfolio is discussed in light of the academic unit, college, and university policies. The chair initiates a vote for or against the application (pre-promotion, pre-tenure, promotion, tenure, post-tenure) for each category—teaching, research/scholarship/creative activity, and service—and an overall vote. The unit head records the vote on the committee summary form(s). A consensus for each decision is not required; rather a democratic vote is recorded. A committee member volunteers or is assigned by the chair to write a summary of the faculty candidate's strengths, weaknesses, and/or recommendations for each category and an overall summary (as appropriate based on the application) on the form. The summary is submitted into Faculty Success by the committee chair. Once submitted, each member must acknowledge the summary and provide any optional dissenting comments. All optional dissenting comments of committee members must be completed electronically through the Faculty Success workflow process.

Additional Points

- ❖ Each level of review is independent. The completed review form(s) from each level of review will be added to the portfolio and will become part of the portfolio as it moves through the levels of reviews.
- ❖ During the workflow process, the faculty member will be able to review the contents of the academic unit committee summary form and the unit head's summary form (per university policy). The candidate will be provided a summary of the Rationale text and any optional Dissenting text, but will NOT be provided access to committee members' signatures.
- ❖ The candidate is provided the right to add a letter clarifying errors of fact based on the academic unit committee's findings and the unit head's findings (per university policy). This letter will become part of the portfolio as it moves through the levels of review.
- ❖ During the workflow process, the faculty member will be able to review the contents of the college committee summary form and the dean's summary form (per university policy). The candidate will be provided a summary of the Rationale text and any optional Dissenting text, but will NOT be provided access to committee members' signatures.
- ❖ The candidate is provided the right to add a letter clarifying errors of fact based on the college committee's findings and the dean's findings (per university policy). This letter will become part of the portfolio as it moves through the levels of review.
- ❖ The Board of Regents makes the final decision for tenure and/or promotion during the April meeting. Formal notification occurs before the end of May.
- ❖ Please work with your academic unit college council representatives, your academic unit head, and the dean if there is a need for further clarification.
- ❖ For those who requested to apply early for promotion and/or tenure (before February 1) and were approved by the unit head, the dean, and the provost, please be sure to provide all documentation in the administrative section of the Faculty Success electronic portfolio.