

From: Office of the Provost/Faculty Affairs

Date: 5/20/2021

Subject: 2021-22 PTE Guidelines and Timeline; 352 changes; information and training sessions for candidates, reviewers, new faculty in summer and fall 2021

The 2021-22 PTE Materials are now available to download from the Promotion and Tenure website at:

<https://www.ndsu.edu/facultyaffairs/pte/>

This website contains the NDSU PTE **Timeline**, **Guidelines** for Promotion and Tenure Portfolio Preparation, **Probationary Period Extension Form** (per NDSU Policy 352, 3.6), Policy and Procedure **Checklist**, the Portfolio **Cover Sheet**, and Information on **University-Wide PTE Advisory Committee**.

**Portfolios are due to the Office of the Provost/Faculty Affairs no later than December 30, 2021.** If you have any questions regarding PTE, please contact Canan Bilen-Green ([canan.bilen.green@ndsu.edu](mailto:canan.bilen.green@ndsu.edu), 1-7040). See below for **PTE information and training sessions** scheduled for candidates, reviewers, and new faculty in **summer and fall 2021**. Please also note that **several revisions to Policy 352** were approved in recent years. Please see below for a summary of these changes.

### **Changes from previous Guidelines for Promotion and Tenure**

The following areas have been changed from the 2020-21 Guidelines:

- The Portfolio should fit into a one-inch 3-ring binder.
- **Optional COVID-19 Statement and related activities.** Candidates have the option to add a one-page impact statement to describe both positive and detrimental effects of COVID-19 on the mix or balance of their work activities and the types of work outcomes that they were able to achieve.
- Candidates are encouraged to **include all SCES/SROI scores and course survey response rate** in their portfolio.
- Candidates to **clearly define role** in each endeavor, **wherein the candidate is not the sole instructor, author, investigator, or inventor.**

**Reviewers, Chairs, Deans shall document that they have followed all policies and procedures, including:**

- In review of the candidate's contributions, **the extraordinary circumstances due to COVID-19 pandemic were considered.**
- Candidates **may include or exclude Fall 2020 and Spring 2020 evaluations** in their portfolio. **Faculty will not be judged on whether they choose to include or exclude course evaluations in their portfolio.**
- Candidates were reviewed in line with percentage of **time expectations in their job description.**
- **Letters soliciting an evaluation to contain the statement:** *"The coronavirus (COVID-19) pandemic in 2020 and 2021 created extraordinary circumstances that may have seriously impacted faculty productivity. We ask that in your appraisal, you*

*take into account the extraordinary circumstances in your review of the candidate's contributions.”*

### **Policy 352 Changes.**

**Section 1: Introduction.** Clarifies academic units' responsibility for creating/maintaining ethical, respectful, and professional work climates and workload policies that are congruent with PTE requirements:

- “Colleges are responsible for ensuring that **promotion and tenure evaluation criteria be aligned with official position descriptions.**” *(November 2018, Faculty Senate)*
- Failure to meet responsibility for ethical, respectful, and professional work climate **“should be noted in periodic reviews of teaching, research, and service.”** *(May 2019, Faculty Senate)*

**Section 2: Teaching, Research, and Service Evidence.** Clarifies evidence for contributions to teaching, research, and service *(May 2019, Faculty Senate)*:

- Candidates demonstrate teaching quality **“consistent with NDSU Policy 332 Assessment of Teaching.”** Further, **“student ratings of instruction, by themselves, are insufficient evidence of teaching effectiveness.”**

**Section 3. Evaluation Criteria.** Revisions to Section 3.3 and 3.7 add guidelines for promotion to full professor:

- Each academic unit **“shall establish the minimum timeline for promotion from Associate Professor to Professor.”** *(May 2019, Faculty Senate)*
- Candidates **“may choose to be evaluated by the criteria in effect at the time of the previous promotion,** if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application.”
- Candidates applying for promotion **“more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.”**

**Section 5. Composition of PTE Committees.** Section 5.3 requires that PTE chairs receive training and those under consideration do not participate in the review of other candidates; Section 5.5 eliminates double voting; and to 5.2 outlines involvement of Professors of Practice and Research Professors in the review process:

- “Prior to commencement of deliberations, **the chair of any PTE committee must have received PTE committee training within the last three years,** provided through the Office of the Provost.”
- Faculty **“who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate.”**

Administrators **“who have applied for promotion may not be involved in the review and recommendation process of any candidate where there may be an actual or apparent conflict of interest.”** A candidate **“may provide input concerning selection of external reviewers** if allowed by department and college policies.” *(November 2018, Faculty Senate)*

- “A college **PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee.** In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.”
- “When reviewing applications for promotion of Professors of Practice or Research Professors, **PTE committees are encouraged to solicit advisory input from Associate/Full Professors of Practice or Research Professors.** If allowed by department and college policies, **PTE committees may include representation from Associate/Full Professors of Practice or Research Professors holding terminal degrees. Voting rights for Professors of Practice or Research Professors on applications for promotion shall be determined by the respective colleges or departments.**” *(November 2018, Faculty Senate)*

**Section 6. PTE Procedures.** Clarifies the procedures for tenure-track faculty who withdraw or do not submit a portfolio:

- **“Only the candidate may withdraw a submitted”** portfolio. *(May 2019, Faculty Senate)*
- **“Faculty who do not submit a tenure portfolio during their final probationary year, or who withdraw a submitted tenure portfolio, shall receive a one-year terminal contract for the following year.”** *(November 2018, Faculty Senate)*

### **PTE Information and Training Sessions Scheduled for 2021-22 Academic Year**

Registration information for these sessions is forthcoming.

#### **Information Sessions for Fall 2021 Candidates**

Thursday June 17, 10:00-11:00 am, via Zoom

Thursday July 22, 10:00-11:00 am, via Zoom

Wednesday September 1, 1:00-2:00 pm, via Zoom

Thursday September 2, 3:00-4:00 pm, via Zoom

#### **PTE Training for Fall 2021 Reviewers**

Thursday September 2, 9:30-11:30 am, TBD

Friday September 10, 2:00-4:00 pm, TBD

Wednesday September 22, 2:00-4:00 pm, TBD

Thursday September 30, 2:00-4:00 pm, TBD

Thursday October 7, 2:00-4:00 pm, TBD

Tuesday October 12, 1:00-3:00 pm, TBD

#### **New Faculty PTE Session – Faculty hired within the last three years**

Thursday November 4, 3:30-4:30 pm, TBD

Friday November 5, 2:00-3:00 pm, TBD