

May 2022

To: Faculty, Academic Deans, Chairs/Heads/Directors
From: Canan Bilen-Green, Vice Provost, Office of the Provost
Subject: 2022-23 PTE Guidelines and Timeline; 352 changes; information and training sessions for candidates, reviewers, new faculty in summer and fall 2022

The 2022-23 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, 2022. If you have any questions regarding PTE, please contact Canan Bilen-Green (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 2022**. Please also note that **several revisions to [Policy 352](#) were approved in recent years**. Please see below for a summary of changes to Policy 352 and the PTE Guidelines.

Changes from previous Guidelines for Promotion and Tenure

The following are recent changes to the Guidelines:

- **Faculty with administrative responsibilities** may use section J to list accomplishments, activities, and achievements not listed in teaching, research, and service sections.
- To simplify electronic submission of portfolios and allow use of DocuSign for recommendation letters, **all content submitted by candidates to be placed in Part I of the portfolio**. Recommendation letters submitted by reviewers will be placed in Part II of the portfolio. Candidates and reviewers have the option to use DocuSign for portfolio routing.
- Candidates are asked to **include all SCES/SROI scores and course survey response rate** in their portfolio.
- **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 to **clearly define role** in each endeavor, **wherein the candidate is not the sole instructor, author, investigator, or inventor**.
- The Portfolio should fit into a one-inch 3-ring binder.

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, 2021, and 2022 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.**"
- Failure to meet responsibility for ethical, respectful, and professional work climate **"should be noted in periodic reviews of teaching, research, and service."**

Section 2: Teaching, Research, and Service Evidence. Clarifies evidence for contributions to teaching, research, and service:

- Candidates demonstrate teaching quality **"consistent with NDSU Policy 332 Assessment of Teaching"** encompassing both instruction and advising by **providing evidence and information from multiple sources.** Further, **"student ratings of instruction, by themselves, are insufficient evidence of teaching effectiveness."**

Section 3. Evaluation Criteria. Revisions to Section 3.3, 3.5, and 3.7 add guidelines for promotion to full professor, and hiring and evaluation of faculty hired with previous experience:

- Each academic unit **"shall establish the minimum timeline for promotion from Associate Professor to Professor."**
- 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."**
- **For faculty with previous relevant experience,** decisions regarding tenure and advanced rank are made using the same process and standards as in the

customary promotion and tenure process, although the timeline may be altered...
How prior work is considered must be specified in the appointment letter.”

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.”**
- **“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.”**

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.**
- **“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.”**

PTE Information and Training Sessions Scheduled for 2022-23 Academic Year

Registration information for these sessions is forthcoming.

Information Sessions for Fall 2022 Candidates

Thursday June 23, 10:00-11:00 am, via Zoom

Thursday July 28, 10:00-11:00 am, via Zoom

Wednesday August 31, 1:00-2:00 pm, TBD

Thursday September 8, 2:00-3:00 pm, TBD

PTE Training for Fall 2022 Reviewers

Thursday September 1, 9:30-11:30 am, TBD

Friday September 9, 2:00-4:00 pm, TBD

Thursday September 15, 2:00-4:00 pm, TBD

Friday September 23, 2:00-4:00 pm, TBD

Thursday October 6, 1:00-3:00 pm, TBD

Tuesday October 11, 1:00-3:00 pm, TBD

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

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

Friday November 4, 2:00-3:00 pm, TBD