

May 2023

To: Faculty, Academic Deans, Chairs/Heads/Directors
From: Canan Bilen-Green, Vice Provost, Office of the Provost
Subject: 2023-24 PTE Guidelines and Timeline for ranked faculty and lecturers; 352 changes; information and training sessions for candidates, reviewers, new faculty in summer and fall 2023; extensions; third year reviews; and post tenure review

The 2023-24 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 for ranked faculty are due to the Office of the Provost/Faculty Affairs no later than December 29, 2023. If you have any questions regarding PTE, please contact Canan Bilen-Green (canan.bilen.green@ndsu.edu, 1-7040). Below you will find **PTE information and the schedule of training sessions** for candidates, reviewers, and new faculty in **summer and fall 2023**. Please note that [Policy 352](#) has undergone several revisions in recent years, with the most recent revision taking place in November 2022 (as indicated below). A summary of the changes to Policy 352 and the PTE Guidelines is provided below as well. Recommendations for **promotion to senior lecturer** should be submitted to the Office of the Provost/Faculty Affairs no later than **January 26, 2024**.

Faculty affected by the reorganization of NDSU academic units will be granted a one-year automatic extension and have the option to postpone their application for promotion and/or tenure. While NDSU supports the use of this extension, faculty can choose to return to the original review schedule at any time by submitting their portfolio for review to their department chair. For probationary faculty, the PTE review is conducted based on the criteria established by the academic unit, which were communicated to the candidate at the time of their appointment to the position.

Each unit is responsible for developing specific evaluation criteria and determining the evidence and process to be used for **post-tenure review**. **Probationary faculty** hired into tenure-track positions must undergo a special review during their **third year of service**.

Changes to Guidelines for Promotion and Tenure

The Guidelines have been updated with the following recent changes:

- Clarification that candidates for **promotion to full professor** are asked to submit **prior job descriptions and annual reviews since their last promotion at NDSU**. For those who have not gone through the promotion process, they should provide copies of all job descriptions since their hire.

- **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 is to be placed in Part I of the portfolio**. Recommendation letters submitted by reviewers will be placed in Part II of the portfolio. Units 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/or NDSU Academic Unit Reorganization.** Candidates have the option to add a one-page impact statement to describe both positive and detrimental effects of COVID-19 and/or NDSU academic unit reorganization 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 be no more than 175-200 pages long (or 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 follow the instructions in the PTE Guidelines and 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 **and units** 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 criteria and 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.**”
- Criteria to evaluate research and creative activities includes “documented evidence of **community-engaged scholarship, collaboration, or multi-disciplinary work, and demonstrated beneficial impact** on the department/unit, university, local community, and discipline.” *(November 2022)*

Section 3. Evaluation Criteria. Revisions to Section 3.3, 3.4, 3.5, 3.6, and 3.7 add guidelines for aligning criteria with candidate workload, probationary period extensions, promotion to full professor, and hiring and evaluation of faculty hired with previous experience:

- When evaluating candidates, “**PTE committees shall align their applications of the criteria with the candidate’s position description.**” *(November 2022)*
- Candidates “**may choose to be evaluated based on the criteria in effect at the time of application.**” *(November 2022)*
- In extraordinary circumstances, “**a one-year automatic extension of the probationary period**” may be granted. Extensions granted under this provision are not subject to the three-year cumulative cap on extensions.
- 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, Research Professors, and emeritus faculty in the review process:

- In the absence of otherwise qualified individuals, “**emerita/emeritus faculty may serve as members of a unit PTE committee, if allowed by unit policy.**” *(November 2022)*
- “Prior to commencement of deliberations, **the chair of any PTE committee must have received PTE committee training within the last three years.**”

- 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 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.”**
- **“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.”**

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 2023-24 Academic Year
Registration information for these sessions is forthcoming.

Information Sessions for Fall 2023 Candidates

Thursday June 22, 10:00-11:00 am, via Zoom
Thursday July 27, 10:00-11:00 am, via Zoom
Wednesday August 30, 1:00-2:00 pm, MU Nueta
Thursday September 7, 2:00-3:00 pm, MU Nueta

PTE Training for Fall 2023 Reviewers (PTE Committee members, chairs, deans) – registration required

Friday September 8, 2:00-4:00 pm, MU Hidatsa
Thursday September 14, 1:00-3:00 pm, MU Sahnish
Tuesday September 19, 10:00am-12:00 pm, MU Nueta
Wednesday September 27, 2:00-4:00 pm, MU Hidatsa
Thursday September 28, 10:00am-12:00 pm, MU Nueta
Thursday October 5, 1:00-3:00 pm, MU Nueta
Wednesday October 11, 1:00-3:00 pm, MU Nueta

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

Thursday November 2, 2:30-4:00 pm, MU Nueta
Friday November 3, 1:00-2:30 pm, MU Nueta