

Promotion to Professor Task Force

1. Origin/structure and approved description

The Promotion to Professor Task Force (PPTF) was created as part of Advance FORWARD's mid-career mentoring program and the PROMOTE program, which is funded by an NSF ADVANCE PAID grant. The goal of the task force is to help more associate professors successfully apply for promotion to professor. To this end the task force serves as a campus liaison to the Vice Provost for Advancement of Faculty. □□Membership of the PPTF consists of a faculty representative from each of the academic colleges, a faculty member to represent FORWARD, and one academic dean or associate dean. The dean/associate dean serves as the facilitator. The Vice Provost for Advancement of Faculty serves as an Ex-Officio member. Members are appointed by the Vice Provost for the Advancement of Faculty in consultation with the Academic Deans and the current Task Force members. Members typically serve 2-year terms and may be reappointed. Membership terms begin with the first meeting in the fall semester. □□Activities of the Task Force include:

- Offering workshops/panels on promotion.
- Providing tips on when and how to prepare for promotion.
- Discussing policy related to promotion, and recommending changes.
- Serving as a liaison to the academic colleges on matters of promotion and criteria for promotion and tenure.
- Reviewing relevant data on promotions (use NSF 12 indicators).

2. Task Force membership

2010 – 2011: Larry Reynolds, agriculture, food systems and natural resources; Ineke Justitz, arts, humanities and social sciences; Dinesh Katti, engineering and architecture; Mark Sheridan, science and math; Virginia Clark Johnson, facilitator and representative for deans, human development and education; Canan Bilen-Green, engineering and architecture and FORWARD representative; Margaret Fitzgerald, human development and education; Terry Knoepfle, business; Charlene Wolf-Hall, agriculture, food systems and natural resources and FORWARD representative; and Mary Wright, pharmacy, nursing and allied sciences.

2011 – 2012: Larry Reynolds, agriculture, food systems and natural resources; Ineke Justitz, arts, humanities and social sciences; Dinesh Katti, engineering and architecture; Mark Sheridan, science and math; Virginia Clark Johnson, facilitator and representative for deans, human development and education; Canan Bilen-Green, engineering and architecture and FORWARD representative; Margaret Fitzgerald, human development and education; Charles Stevens, business; Charlene Wolf-Hall, agriculture, food systems and natural resources and FORWARD representative; and Mary Wright, pharmacy, nursing and allied sciences.

2012-2013: Anna Grazul-Bilska, agriculture, food systems and natural resources; Ineke Justitz, arts, humanities and social sciences; Dinesh Katti, engineering and architecture; Mark Sheridan, science and math; Virginia Clark Johnson, facilitator and representative for deans, human development and education; Canan Bilen-Green, engineering and architecture and FORWARD representative; Margaret Fitzgerald, human development and education; Charles Stevens, business; Charlene Wolf-Hall, agriculture, food systems and natural resources and FORWARD representative; and Mary Wright, pharmacy, nursing and allied sciences.

2013-2014: Marion Harris, agriculture, food systems and natural resources; Ineke Justitz, arts, humanities and social sciences; Dinesh Katti, engineering and architecture; Mark Sheridan, science and math; Virginia Clark Johnson, facilitator and representative for deans, human development and education; Canan Bilen-Green, engineering and architecture and FORWARD representative; Margaret Fitzgerald, human development and education; Charles Stevens, business; Charlene Wolf-Hall, agriculture, food systems and natural resources and FORWARD representative; and Loretta Heuer, pharmacy, nursing and allied sciences.

2014-2015: Kim Vonnahme, agriculture, food systems and natural resources; Andrew Mara, arts, humanities and social sciences; Dinesh Katti, engineering; Siva Jayaraman, science and math; Virginia Clark Johnson, facilitator and representative for deans/associate deans, human development and education; Canan Bilen-Green, Vice Provost for Advancement of Faculty, Ex-Officio; Margaret Fitzgerald, human development and education; Charles Stephens, business; Eirka Offerdahl, FORWARD representative; and Loretta Heuer, pharmacy, nursing and allied sciences.

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2015-2016: Kim Vonnahme, agriculture, food systems and natural resources; Andrew Mara, arts, humanities and social sciences; Chad Ulven, engineering; Siva Jayaraman, science and math; Scott Wood, facilitator and representative for deans/associate deans, science and math; Canan Bilen-Green, Vice Provost for Advancement of Faculty, Ex-Officio; Brenda Hall, human development and education; Charles Stephens, business; Erika Offerdahl, FORWARD representative; and Loretta Heuer, pharmacy, nursing and allied sciences.

3. Initiatives

Organized nineteen interactive sessions:

- Two panels of current and past department chairs discussed how to know when one is ready to apply (offered October 2010 and 2011)
- A panel of deans discussed the promotion to professor process (offered September 2012)
- A panel of deans and department chairs discussed the promotion to professor process (offered November 2013 and October 2014)
- Two panels of college PTE committee members discussed the promotion process (offered March 2011 and 2012)
- A panel of college PTE committee members and Provost Advisory Committee members discussed the promotion process (offered February 2013)
- Four panels of recently promoted professors discussed tips on preparing a successful dossier (offered May 2010, May 2011, May 2012 and March 2015)
- A panel of professors discussed how their promotion changed their view of their role and responsibilities (offered November 2014)
- A panel of distinguished professors discussed what is beyond promotion to professor (offered September 2012)
- A panel of faculty discussed mentoring (offered November 2012)
- A working session was held on achieving work/balance with a human resources professional as facilitator (offered January 2012)
- A panel of FORWARD external advisory committee members discussed measures of quality (offered October 2013)
- Discussions were held with the Provost on trends in promotion and tenure (offered March 2014 and February 2015)

Around 50 faculty and administrators attended each session. Evaluation forms were collected, summarized for each of the sessions, and posted on the FORWARD website (<http://www.ndsu.edu/forward>). Overall each session was well received and ideas for improvements for future panels were offered. A handout on ‘*Tips for Promotion to Professor*’ was created and shared with the May 2011 participants (also on website). A handout on strategies for work/life balance was created and shared with campus community (also on website).

Reminded administrators that according to Policy 352 Promotion, Tenure, and Evaluation:

352.4.6 “....Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. **For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion....**” See *NDSU Faculty Evaluator/Evaluated Policies and Practices Check List*.

Developed ideas for workshops to train members of college and department Promotion, Tenure and Evaluation Committees and Administrators. These workshops are now offered on a regular basis.

Submitted a proposal for a revision to Policy 352 Promotion, Tenure and Evaluation: Change the wording in the last sentence of in Policy 352, Section 6.10 be changed from “The Provost **may** solicit input from a nonvoting advisory committee consisting of tenured, nonadministrative faculty representing each college”, to

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“The Provost **shall** solicit input from a nonvoting advisory committee consisting of tenured, nonadministrative faculty representing each college”. Changes have been proposed in relation to this section of Policy 352. In addition the Faculty Senate created an Ad Hoc Committee on Policy 352, and the Promotion to Professor Task Force has a representative on the committee.