Promotion, Tenure, and Evaluation (PTE)

Information Session for New Faculty
Spring 2017

Overview

• Policy/procedure overview
  - Three documents: three levels of review
• Important considerations
• Recommendations
• Resources

Key Points

• Annual performance review required for all employees
• Tenure and promotion evaluation is one part of a system of performance reviews
• In most cases, tenure and/or promotion follows logically from prior annual, third year, post-tenure reviews
• Procedures and standards vary across departments and colleges
  – Make sure to follow appropriate guidelines and timelines

Initial Appointment Letter

• Date for promotion/tenure consideration
  – Usually 6 years for tenure-track assistant professors
  – Within 3 years for faculty hired with previous relevant experience
  – Professor of practice appointments are 1-5 years
  – Indicated in appointment letter
• Specific job responsibilities – follow your job description
  – 40% teaching, 40% research, and 20% service
  – 75% teaching, 25% research
  – …

Moving Through the Ranks

• Assistant to Associate to Full Professor
• Lecturer to Senior Lecturer
• All faculty are reviewed
  – Annual reviews
  – Third year review
  – Final tenure review in the sixth year
  – Post tenure review

PTE Principles at NDSU

• Discipline-specific criteria are in department documents
• Peer review: Internal/external faculty colleagues
• Administrator review: Department chair, dean
• Three levels of review:
  – Department PTE committee and chair
  – College PTE committee and dean
  – University (Provost, President)
PTE Policy

PTE Policy Documents

• Policy 352: Umbrella document
• College PTE: Framework for department documents
  – Shared definitions and expectations
  – Outline of departmental responsibilities
  – Process and procedures including third year review, non-renewals
• Department PTE: Discipline-specific document

Annual Review

• Conducted for all faculty by the department chair
  – Performance during the last calendar year
  – Progress towards promotion/tenure
• Department PTE committee and/or dean may also provide annual review
• Used for merit raises
• Faculty sign and indicate they read the review

Third Year Review

• Usually in early spring of third year
• Portfolio to department chair and PTE committee
• Procedure same as final year; no external letters
• Recognize/reinforce areas of strength & weakness
• Helps prepare for promotion and tenure
• Any extension granted prior to the third year review delays the review by an equal period

The Portfolio*

NDSU Guidelines for Promotion and Tenure
(available from Provost’s website)

• By candidate
  – Part I (Checklist, A-L)
  – Part III (Current CV)
  – Supplemental Materials – separate binder
• By others (committees, dean, chair)
  – Part II
    ✓ Recommendations
    ✓ Letters of Evaluation

The Portfolio – Part I

CHECKLIST

A. Cover Page
B. Table of Contents
C. Appointment Letter and Position Description
D. Academic Background
E. Academic Experience
F. Statement of Context
G. Teaching, Advising, Curriculum Development
H. Research, Creative, and Professional Activities
I. Service
J. Awards and Honors
K. Unit PTE Criteria
L. Annual and Third Year Review Report

* Can be created using Digital Measures
Supplemental Materials

- Submitted only upon request
  - Publications (articles, books, manuscripts)
  - Evaluations of research/creative activities and service
  - Copies/examples of course syllabi/course materials
  - Evaluations of teaching
  - Letters of professional recognitions for awards/honors
  - Verifications of creative performances/exhibits

Procedure for New Information

- Occasionally it may be appropriate to amend the portfolio when significant new information becomes available after the portfolio submission deadline:
  - Additional materials must pertain to information or material already in the portfolio, such as pending publications or grant proposals
  - College dean and PTE committee must agree to the addition

Department Level Review

- Department PTE committee and chair review portfolio
- PTE committee votes and makes recommendation
- Chair makes a recommendation
- Candidate has right to comment within 14 days

College Level Review

- College PTE committee and dean review portfolio (including dept. chair/PTE committee letters)
- College PTE committee votes and makes recommendation to Provost
- College dean makes recommendation to Provost
- Candidate has right to comment within 14 days

University Level Review

- Provost reviews all portfolios and department and college level recommendation letters
  - Solicits input from a nonvoting advisory committee
- Provost makes recommendations to the President
- President makes final decision in all cases
- Positive decisions for tenure are forwarded to State Board of Higher Education for final approval
- Negative decisions can be appealed

Appeals

- Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, may initiate grievance process pursuant to NDSU Policy 353
- Appeals of non-renewal and non-promotion decisions are pursuant to NDSU Policy 350.3
Extension of Probationary Period

- Prior to the sixth year, extension may be requested based on personal or family circumstances
  - Maximum of 3 year extension, in one year increments
  - Written request is reviewed and approved by the Provost
  - Extension due to birth/adoption is automatic (written notification)
  - Denial of an extension may be appealed under NDSU Policy 350.4

Impact of Extension of Probationary Period

- Expectations of performance during the probationary period do not increase as a consequence of extension of the probationary period

PTE Criteria

- For probationary faculty, the basis for review shall be the PTE guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position
- Tenured candidates for promotion to professor are evaluated by the criteria in effect at the time of application

Resources

- Your department chair/head
- Your department and college guidelines
- Policy 352
- NDSU Guidelines for Promotion and Tenure
- Your mentors
- Promotion to Professor Panel Sessions
- Faculty Luncheons, Peer Review of Teaching, Faculty Development Conference
- Gear Up for Grants
- Digital Measures (use to creating portfolio)

Recommendations

- Become familiar with University, college, department guidelines for PTE
- Be sure to know department/college expectations related to scholarly productivity and grant funding
- Get readiness feedback from department head
- Work to address any problems identified in annual reviews, third year review

Recommendations, continued

- Statement of context for third-year review provides an opportunity to reflect on the focus that is emerging in your work
- Focus on your work, not "getting promoted" - you control the decisions about work, not promotion
- You will be reviewed by everyone
  - Use criticism for improvement
- General advice: patience and persistence!
Recommendations - Portfolio

- Create a collection system for evidence of activities in teaching, research and creative activity, and service
  - syllabi, grant applications, results of committee work
  - Keep track of your professional development activities
- Prepare your portfolio with care
- Identify external reviewers (do not contact them)

Recommendations - Teaching

- Invest early on your teaching
- Attend presentations on teaching & learning
- Arrange peer reviews of your teaching
- Collect, summarize, and analyze student evaluations to identify areas for improvement

Recommendations – Research

- Self-advocate; ask for resources, support, and recognition effectively
- Ask department head/senior colleagues to recommend you for seminars at peer institutions, for grant review committees, for awards
  - It is ok to ask people: if they do not want to support you, they will find a way to get out of it
- Transition from conducting the research yourself to advising students to conduct research
- Finish your publications from prior work

Recommendations – Service

- Be intentional in your service activities
- First few years, limit your service activities to
  - Professional service
  - Department
- Be a good citizen; avoid departmental politics
- Always act professionally, keep long-term interactions in mind

Creating PTE Portfolio in Digital Measures

- Promotion and Tenure → Add New Item
  - Academic Year: 2016-2017
- DM will pull activity data for each section of the portfolio
- Add text/comments to sections
- Attach files (appointment letter, reviews, etc.)
- Run Reports/Rapid Reports: Promotion and Tenure Portfolio
  - Indicate Start Date and End Date
  - Use File Format: Word

Other Resources