Perkins College of Education  
Processes for Completing the Promotion & Tenure Reviews & Forms, Fall 2018

In an attempt to be responsive to faculty concerns about the newly adopted promotion and tenure processes expressed during the 2009-2010 academic year and to the PCOE College Council discussions and recommendation, we began a transition of the PCOE policies for promotion and tenure during 2010-2011. Specifically, we transition from a panel approach of reviewing dossiers at the academic unit and college committee levels to a committee approach of reviewing. Please adhere as closely as possible to the University's Academic Promotion Policy 7.4 and the University's Tenure & Continued Employment Policy 7.29. The following are the critical processes related to promotion and tenure during the 2018-2019 academic year.

PCOE Timeline:
- 1 October — faculty submission of portfolio to the academic unit office (by noon)
- 25 October — academic unit committee forms to unit head
- 5 November — unit head forms/letters & portfolios to the dean's office (by noon)
- 30 November — college committee forms to the dean
- 26 February — dean's forms/letters & portfolios to the provost
- 27 March — provost's letters to the president

Dossier/Portfolio Guidelines
- electronic portfolio; academic unit template provided
- samples of faculty work are acceptable (based on university policy) within each of the three categories—teaching documentation, scholarship documentation, and service documentation. Emphasis in selecting samples should demonstrate growth and accomplishment over time
- summary FAR for the required years of consideration
- academic unit promotion guidelines and/or tenure guidelines must be included in the dossier/portfolio
- if submitting a non-electronic portfolio, the binder width can be no larger than 3”
- using plastic document covers in a non-electronic portfolio is optional; if plastic documents covers are used, they should hold only two sheets of paper (each facing out) rather than hold stapled “packets” of papers
- portfolios, electronic or non-electronic, are “locked” the date and at the time of the deadline mentioned above; no changes, additions, or removal may occur after submission

PCOE Committee Structure, academic unit
- tenure committee—comprised of all tenured faculty within the academic unit; review candidates for tenure and for post-tenure
- promotion committee—associate professor: comprised of all tenured associate and full professors within the academic unit; review candidates for promotion to the rank of associate professor
- promotion committee—full professor: comprised of all tenured full professors within the academic unit (must have a minimum of 3 full professors); review candidates for promotion to the rank of full professor
- mid-promotion/mid-tenure committee—comprised of all tenured faculty within the academic unit
**PCOE Committee Structure, college**

- tenure committee: comprised of one elected tenured faculty from each academic unit (committee of 5 members); review candidates for tenure and post-tenure
- promotion committee—associate professor: comprised of one elected tenured associate or full professor from each academic unit (committee of 5 members); review for promotion to the rank of associate professor
- promotion committee—full professor: comprised of one elected tenured full professor from each department and the school (committee of 5 members); review candidates for promotion to the rank of full professor
- mid-promotion/mid-tenure committee: comprised of one elected tenured associate or full professor from each academic unit (committee of 5 members)

**Levels of Review**

- Applicants with e-portfolios for promotion, tenure, post-tenure, or mid-tenure/mid-promotion will provide electronic access to faculty serving on relevant review committees. Academic unit heads and the dean will provide the relevant committee members and email addresses. Applicants are responsible for sharing their materials following the college guidelines and timeline. Training for sharing e-portfolios will be provided during September.
- Each probationary faculty candidate's dossier/portfolio will receive two levels of review—an academic unit committee review and a unit head's review.
- Each mid-tenure/mid-promotion faculty candidate's dossier/portfolio will receive five (5) levels of review—an academic unit committee review, a unit head's review, a college committee review, and a dean's review—before going on to the provost.
- Each tenure faculty candidate's dossier/portfolio will receive five (5) levels of review—an academic unit committee review, a unit head's review, a college committee review, and a dean's review for tenure—before going on to the provost.
- Each promotion faculty candidate's dossier/portfolio will receive five (5) levels of review—an academic unit committee review, a unit head's review, a college committee review, and a dean's review for promotion—before going on to the provost.
- Each post-tenure faculty candidate's dossier/portfolio will receive three (3) levels of review—an academic unit committee review, a unit head's/director's review, and a dean's review for post-tenure—before a college summary report is sent to the provost.

**Committee Processes**

- The committee members elect a chair to be responsible for orchestrating the work of the committee.
- Each member of the committee reviews each portfolio, making notes in anticipation of the committee meeting.
- At the committee meeting(s), each faculty candidate's dossier/portfolio is discussed in light of the academic unit, college, and university policies. The chair initiates a vote for or against the application (pre-promotion, pre-tenure, promotion, tenure, post-tenure) for each category—teaching, research/scholarship/creative activity, and service—and an overall vote. The unit head records the vote on the faculty candidate's form(s). A consensus for each decision is not required; rather a democratic vote is recorded. A committee member volunteers or is assigned by the chair to write a summary of the faculty candidate's strengths, weaknesses, and/or recommendations for each category and an overall summary (as appropriate based on the application) on the form. The summary is circulated among the committee members for edits/comments. The final summary is circulated among the
committee members for signatures and any optional dissenting comments. All optional dissenting comments of committee members must be signed and dated.

**Additional Points**

- Each level of review is independent. The completed review form(s) from each level of review will be added to the portfolio and will become part of the portfolio as it moves through the levels of reviews.
- The unit head is responsible to share with the candidate the contents of the academic unit committee’s form and the unit head’s form (per university policy). The candidate will be provided a summary of the Rationale text and any optional Dissenting text, but will NOT be provided access to committee members’ signatures.
- The candidate is provided the right to add a letter clarifying errors of fact based on the academic unit committee’s findings and the unit head’s findings (per university policy). This letter will become part of the portfolio as it moves through the levels of review.
- The dean is responsible to share with the candidate the contents of the college committee’s form(s) and the dean’s form(s) (per university policy). The candidate will be provided a summary of the Rationale text and any optional Dissenting text, but will NOT be provided access to committee members’ signatures.
- The candidate is provided the right to add a letter clarifying errors of fact based on the college committee’s findings and the dean’s findings (per university policy). This letter will become part of the portfolio as it moves through the levels of review.
- The Board of Regents makes the final decision for tenure and/or promotion during the April meeting. Formal notification occurs before the end of May.
- Please work with your academic unit college council representatives, your academic unit head, and the dean if there is a need for further clarification.