

Promotion and Tenure: Workshop for Faculty

Associate Provost for Academic Administration
April 2017

Core Values Regarding P & T Process

- ❖ Transparency
- ❖ Fairness
- ❖ Predictability
- ❖ Integrity

Policies and Guiding Documents

- ❖ Department/School Operating Paper
- ❖ College Operating Paper
- ❖ The *Collective Bargaining Agreement* with the *SIUC Faculty Association, IEA/NEA (Current - FY17-18)*
- ❖ 2016 *Employees Handbook*
 - [Promotion Policies and Procedures for Faculty](#)
 - [Tenure Policies and Procedures](#)
- ❖ *Provost's Guidelines*

Changes in CBA and P&T Policy

- ❖ Clarifications to Grievance Procedures.
- ❖ Streamlining / Reorganization of CBA provisions.
- ❖ Chair/Director must hold rank to which candidate aspires.
- ❖ Workload assignment taken into account during P&T review.
- ❖ College committee members who are from candidate's department must recuse fully from discussion of case.

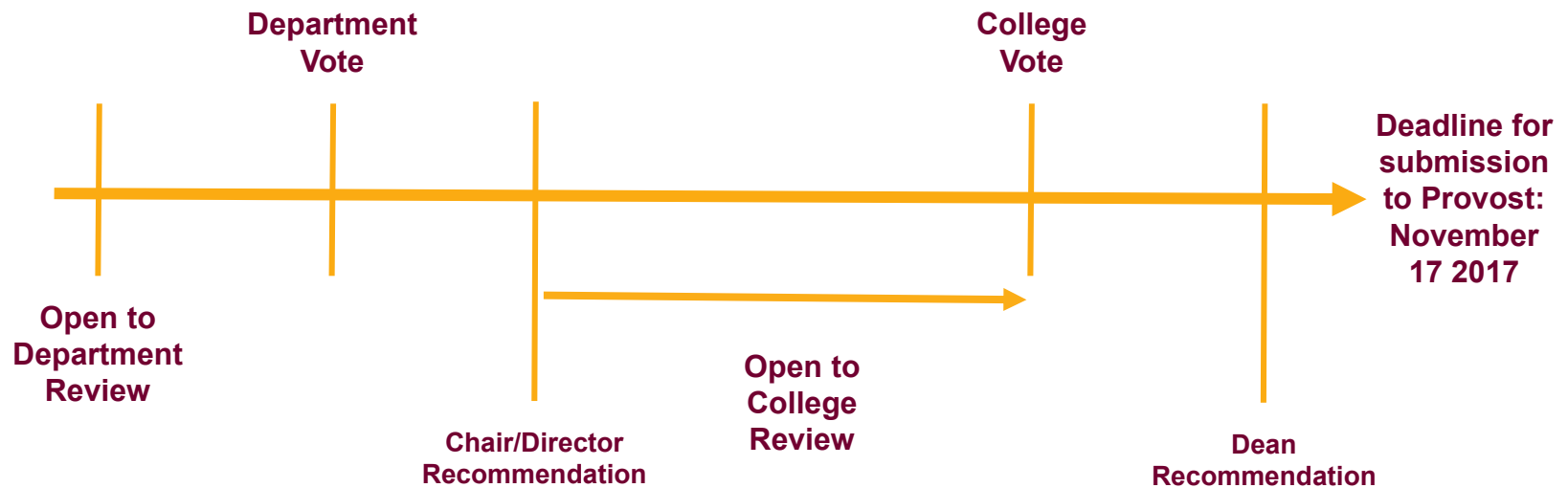
Timing

- ❖ Tenure probationary period established by University policy
 - Assistant Professor - Mandatory review conducted in 6th year of appointment
 - Associate Professor - Mandatory review conducted in 4th year of appointment
 - Professor - Mandatory review conducted in 2nd year of appointment
- ❖ Promotion
 - Early Promotion may occur after any length of time; Tenure is awarded concurrent with Promotion
 - Promotion from Associate to Full can occur after any length of time; consult your department/school and college operating papers for guidance

Overview of Process

- ❖ Spring and Summer Before Application (aka **NOW!**)
 - Candidate and Director/Chair discuss potential reviewers, confidentiality status, and timeline for the unit and college
 - Candidate and Chair/Director begin to compile dossier materials
- ❖ Fall of Review Period
 - eDossier is finalized (Chair/Director adds external letters)
 - School/Department review and vote; Chair/Director makes independent recommendation
 - College committee review and vote (deadlines vary by college)
 - Dean's recommendation (due with dossier to Provost by *November 17, 2017*)
- ❖ Spring of Review Period
 - Recommendation of the Provost (March)
 - Board of Trustees ratifies positive recommendations (April)

Overview of Process - Unit and College Levels



Three Levels of Independent Review

❖ Department/School Level

- Evaluation of the record grounded in the department/school criteria, but attentive to college and University criteria and expectations
- Departmental level committee(s) reviews and provides recommendation of the faculty
- Chair/Director conducts an independent review and makes independent recommendation
- Know your department/school operating paper!

Three Levels of Independent Review

❖ College Level

- Evaluation of the record using the college criteria and expectations in context with the department/school criteria and University criteria
- College level committee(s) reviews and provides recommendation of the college faculty
- Dean conducts an independent review and makes independent recommendation
- Know your college operating paper!

Three Levels of Independent Review

❖ University (Provost) Level

- Evaluation of the record using the University criteria and expectations in context with the department/school criteria and college criteria
- Provost conducts an independent review and makes independent recommendation
- Know your University policy!

Dossier Preparation Responsibilities

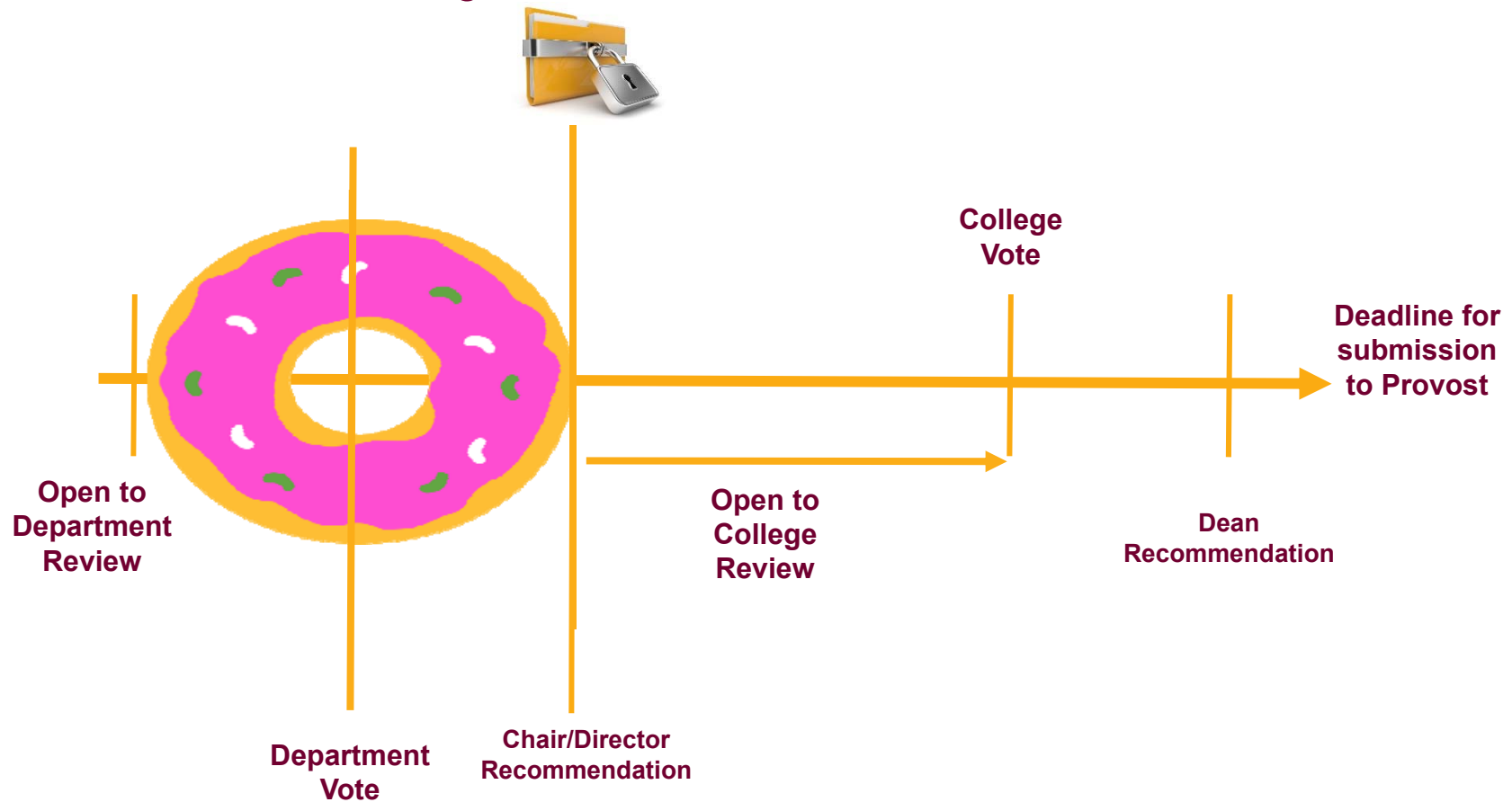
- ❖ Responsibility for providing complete dossier to Dean rests with the Chair/Director, but this is a shared responsibility.
 - The faculty member provides information and materials in support of application
 - The chair/director and faculty member work together to create the final dossier
- ❖ *“The faculty member should be allowed to submit whatever he or she considers relevant to promotion in addition to any information or material required by university, collegiate, or departmental policies.”* - Promotion Policies and Procedures for Faculty

Verification of Completeness

- ❖ All reviewers should see the same dossier
- ❖ The digital dossier (eDossier) is the **OFFICIAL** dossier
- ❖ Must review your dossier for completeness **BEFORE** opening for departmental review
- ❖ Sign and date the Verification of Completeness document
- ❖ By Policy, Dossier is locked when it leaves the Department / School.

Which leads us to the Donut...

Zone of Possibility



General Thoughts on Developing Dossier

- ❖ Describe philosophy and accomplishments in clear, concise language
- ❖ Provide adequate documentation that supports your narratives and application but don't submit *War and Peace*
- ❖ Recommend external reviewers who will be able to fairly and accurately assess your work and your impact
- ❖ *"The C.V. and dossier should allow reviewers from diverse disciplines to easily judge the quantity and quality of work. The less a candidate makes reviewers work, the more professional s/he appears. Candidates should avoid duplicated or questionable entries; should make sure that they provide full documentation of all work, and organize materials so reviewers can easily access and understand them". [From unknown former provost]*

Selection of External Reviewers

- ❖ Identify scholars who can provide perspective on impact on field
 - Should be highly qualified, well-regarded individuals
 - Ideally, at least “arms-length” from the candidate
 - Avoid doctoral supervisors, co-PIs, former faculty colleagues, and significant collaborators
 - Should be at the aspirational rank or higher
 - Chair/Director is responsible for soliciting the letters and uploading them to the digital dossier
 - The candidate should not contact the reviewers prior to or during the review process

Teaching

- ❖ Reflective statement should describe candidate's teaching philosophy, goals, and approaches
- ❖ ICE Scores
 - Provide a summary table
 - Provide information on department/school or college norms
- ❖ Student letters are okay if:
 - Individuals are not current students
 - Letters are solicited by Chair/Director and delivered directly to him/her
- ❖ Peer Evaluations of Teaching

Research

- ❖ Reflective statement should describe candidate's research/creative activity focus
- ❖ Evidence/Evaluation of Research Grid
 - Only provide publications/creative works from the review period
 - Chair/Director makes final determination on ranking of research outlet
- ❖ Funded Research chart
 - Only include those recognized by OSPA

Service

- ❖ Reflective statement should describe candidate's role in, and commitment to, service at the three levels
- ❖ Letters of Acknowledgement
 - Suggest maximum of 5 letters of acknowledgement/appreciation
 - Pay attention to levels/areas of service
- ❖ Awards and Recognition
 - Listing is sufficient; Copies of awards are not necessary

Your Rights in the Process

- ❖ Right to a copy of the recommendations from the chair/director and dean at the time of recommendation
- ❖ Right to provide a rebuttal letter to a *NEGATIVE* recommendation from the chair/director and/or dean
 - Must be submitted within ten (10) days of receipt of negative recommendation and addressed to the individual who made the recommendation
 - Must be uploaded into the dossier **PRIOR** to moving the dossier to the next level of review if received by the deadline
 - **Check your operating paper!**
 - Some units allow for department/school committee recommendations to be shared with the candidate
 - Some units allow the candidate to submit letters of rebuttal/response to department/school committee recommendations

Withdrawing from Review

- ❖ Only the candidate may stop the review once it has begun
 - Must be submitted in writing
 - Email is acceptable if from University email address
 - May occur at any time prior to submission to the University (Provost) Level review
 - Does not negatively affect future applications

Concerns about the Process

- ❖ Minor Correctible Errors ?
- ❖ If you have concerns about the process, speak with your chair/director as quickly as possible
- ❖ If your concerns are with your chair/director, speak with your dean
- ❖ If you feel uncomfortable approaching either of those individuals, contact the Associate Provost for Academic Administration's office (that's us!)

Technical Procedures

- ❖ The digital dossier (eDossier) is the **OFFICIAL** dossier
- ❖ Supplemental materials, as required by the unit, may be included in the appropriate area of the digital dossier or as hard copy (e.g., books)
- ❖ eDossier Course Shell is set up to provide easy “drag and drop” addition of dossier materials in their proper place
 - Do not remove sections or otherwise modify course shell
- ❖ Provost will open the review period - D2L course shell may be requested after this occurs via online request form

Technical Procedures

- ❖ Templates are available to help step you through the process of dossier preparation.
 - Obsessive-compulsive nature of templates and naming convention help - really!
 - Current PDFs will be slightly modified to reflect feedback from this year's process
 - Utilize the Dossier Example in D2L and on our website
 - Get help!
 - *eDossier D2L Technical Workshops in April and August open to Faculty and staff*
 - *Departmental personnel*
 - *Associate Provost for Academic Administration office*

Resources and Templates

- ❖ Associate Provost for Academic Affairs Promotion and Tenure website: <http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html>
- ✓ Promotion and Tenure Dossier Guidelines 2017
- ✓ eDossier Training and Creation Guide Documents
- ✓ eDossier Templates and Format Documents

Give yourself over to the guide!

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