

Retention, Tenure, and Promotion Workshop



August 27, 2009

Calendar for Faculty Personnel Actions

- This calendar is one of the most useful documents available to you. Print it out for easy reference and use it to update your own Outlook calendar.
- Go to the A-Z index on the website, select “E-dossier” to locate the 2009-2010 personnel calendar. It is a one-stop snapshot of important dates in the sequential process of personnel reviews at all levels.

Calendar for Faculty Personnel Actions

Calendar for Faculty Personnel Actions 2009-2010

ACTION ¹	1 st Year Faculty Retention for Year 2 (2010-2011)	2 nd Year Faculty Retention for Year 3 (2010-2011)	3 rd Year Faculty and Subsequent Years Retention/Tenure
Statement of Intent			
Faculty Begin Updates to E-Dossier	10/27/09	6/25/09	10/27/09
Dossier Complete ³ for Committee Consideration (APSU 5:060, VI)	1/19/10	9/17/09	1/19/10
Department Committee's Report Available to Candidate	1/28/10	9/28/09	2/1/10
Chair's Report Available to Candidate	2/4/10	10/2/09	2/8/10

What if I do not submit an e-dossier?

- **Faculty members who do not submit a dossier for review by the appropriate retention/tenure committee shall, by the act, be considered in breach of contract, and their employment shall terminate as of the end of the academic year in which they do not submit their dossier.**
 - **Exceptions will require the written approval of the President.**

SERVING ON PROMOTION AND TENURE COMMITTEES: A Faculty Guide

by Robert M. Diamond

- “One of the most important roles you will have as a faculty member is serving on a promotion and/or tenure committee” (2).
- Administrators note that the most difficult decisions they have had to make were RTP recommendations.
- Tenure/retention and promotion decisions can profoundly affect
 - Faculty members being reviewed as well as their families
 - Morale in departments, colleges, and the institution as a whole
- The most important responsibility of tenure and promotion committees is to ensure that the process is fair and that it follows proper policies and procedures.

If you ever serve on a personnel committee. . . .

- **“When you serve on a committee reviewing candidates from other disciplines, there is simply no way for you to acquire the background necessary to evaluate the disciplinary expertise of the faculty member. What is essential is that the information provided to you be of a nature and quality that enables you to make an informed judgment.” (3)**

Ways to achieve “nature and quality”

- 1. Policy 5:060 requires your dossier to be organized, accurate, and up to date.**
- 2. Your vita must be accurate and up to date.**
- 3. Your accomplishments must be clear and should include specific dates.**
- 4. Items in Area 2 need to clearly distinguish among stages of development within academic scholarship.**
- 5. The e-dossier must be easy to navigate and attached explanations must be articulate.**

The e-dossier should be a continual process through the year

- **You should always be updating materials on a regular basis and saving files under the correct folders until the time you can actually upload material to your e-dossier. This means you can always be updating materials for retention, tenure, and promotion year round even though you may not be able to edit your e-dossier.**

Organizing Your E-dossier: Tips (1)

- Always know where to place your accomplishments among Areas 1, 2 or 3.
- Go to <http://www.apsu.edu/academics/edossier.htm> and get the E-dossier template for Windows or Mac to help with organization.
- Consult with your chair/trusted colleagues/senior faculty about content and organization.
- Keep a weekly track of what you do, even small stuff.
- You may not double-dip for supplemental materials that might have an overlap. Make it clear where you want the credit.

Organizing Your E-dossier: Tips (2)

- **Always keep your vita updated with specific dates of activities. Use April 10-12, 2008 rather than spring 2008.**
- **Keep copies of all printed conference programs or print out online programs for your supplemental materials and highlight or flag your name in a clear way. Reviewers will look for your name associated with the presentation for which you're getting credit.**
- **Keep copies of all correspondence between you and editors/publishers for Scholarly and Creative Activities (Area 2).**

Multi-Authored Publications

- Be especially careful about multi-authored publications. Policy 5:060 has provisions in place for this kind of scholarly activity.
- Quoting from Policy 5:060: “For co-authored or multi-authored publications submitted to peer-reviewed journals or recognized publishers, the authors must indicate, as precisely as possible, their level of contribution to the published work.”

A quick note on supplemental materials

- In this section of the e-dossier you **provide proof of your accomplishments and activities** in areas 1, 2, and 3.
- Arrange your proof in an organized manner by **e-dossier year**.
- For area 1, for example, you might provide examples of syllabi, PowerPoint study guides, tests, quizzes, grading sample, and handouts.

Stages of a Publication

- Do not blur the lines of the stages of a publication or make your accomplishments seem larger than they really are. Indicate the accurate status of your scholarly articles.
- If an article has NOT yet been published in print form but has been **accepted**, indicate that your article has been accepted and that you are awaiting the final publication.

Inclusion of Publication Proof in Supplemental Materials

- If you have a book publication, you might consider scanning the introduction, perhaps the first chapter, the front cover, the back cover with critics' blurbs, and all relevant pages where your name is prominent as the author of the work.
- Reviewers are still permitted to ask to examine the actual book, and you should be ready to provide them with a copy.
- If reviewers are unsatisfied with something you have included in Area 2 of your e-dossier, they have the right to pursue the matter further and clarify issues before a vote takes place.
- If a vote is taken and then someone later discovers an irregularity after the fact, the vote cannot be pulled back without written authorization from the President.

Adding Explanatory Notes (1)

- Sometimes you will need to explain to reviewers why something is not “normal” in your e-dossier. e.g. you may be missing a set of evaluations from a certain semester or you did no advising during Year 1. An alert reviewer may notice, for example, that you included evaluations for Spring 2009, but did not include evaluations for Fall 2008 in your promotion dossier the following spring.

What to do in these cases--

- Write a clear explanation under the folder description and address it as follows: *Dear Reviewers,*

Adding Explanatory Notes (2)

➤ A classic example of an explanatory note:

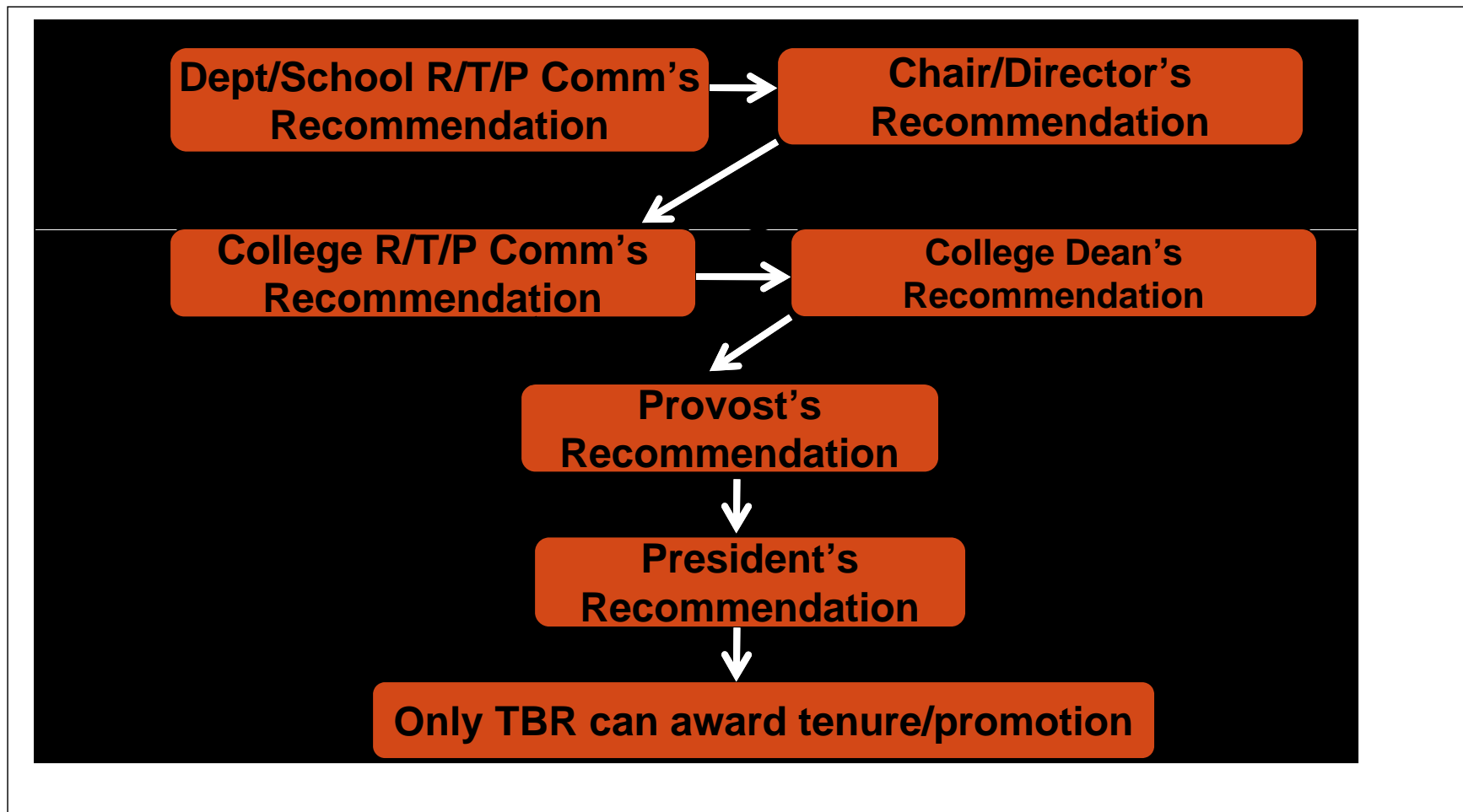
“Dear Reviewer: I have not submitted teaching evaluations for Spring 1999 as the campus was struck by a devastating tornado on January 22, 1999. Many offices on campus were destroyed, and re-arranging classroom space for teaching our students was the highest priority. As a result of the disruptions on campus, several classes were not evaluated. Please call or email if you need further clarification.”

HELPING THE REVIEWER SEE THE DETAILS: An example from narrative summary section

- **WEAK:** From narrative summary—“I will attend a literature conference in spring 2010.”
- **STRONG:** “My paper on the imagery of weed-infested gardens in Shakespeare’s *Hamlet* has been accepted for reading at The South-Central Renaissance Conference meeting March 6-8, 2010, in Kearney, Nebraska.”

The latter example offers more specific data to help reviewers from other disciplines. Policy 5:060 says to include specific dates and times. In the earlier example, Spring 2008 might mean March, April, May, or early June.

Retention/Tenure and Promotion Recommendation Process



How the e-dossier moves forward (1)

- If a faculty member gets at least one positive recommendation at the department level (committee or chair), the e-dossier moves on to the college level for review.
- If **both** departmental recommendations are negative, the faculty member can appeal the decision to the college Dean.

How the e-dossier moves forward (2)

- If a faculty member gets at least one positive recommendation at the college level (committee or dean), the e-dossier moves on to the Provost for review. If **both** college-level recommendations are negative, the faculty member shall have the right to appeal the college recommendations in writing to the Provost.

University Tenure and Promotion Appeals Board

- If a faculty member gets a negative recommendation at the Provost's level, the faculty member shall have the right to appeal that decision to the University Tenure and Promotion Appeals Board.

Actions which cannot be Appealed.

- One negative and one positive recommendation at the departmental level,
- One negative and one positive recommendation at the college level,
- Non-renewal of a tenure-track faculty appointment during the first four years of the probationary period, cannot be appealed. [TBR Policy 1:02:11:00] and
- A denial of tenure by the President. [TBR Policy 1:02:11:00].

Appeal Timelines

- Policy 5:060 states: **“If the faculty member fails to submit an appeal by the close of business on the due date established on the Calendar for Personnel Actions, then the appeals process is automatically stopped on the due date, and the dossier will receive no further consideration.”**

Overview of Substantive Revisions

- Exceptions to completing an e-dossier
 - **Any exceptions to this requirement must have the written approval of the President.**
- Statement of Intent to seek promotion
 - **Always due on October 1 or next business day (if October 1 is a weekend)**

File Types for E-dossier Materials

- All documents within the e-dossier shall be PDFs.
- **Limited exceptions for JPG or QuickTime media are acceptable within supplemental materials when related to the academic discipline.**

Incomplete E-dossiers

- Make sure your e-dossier is complete – otherwise you generate more work for the department.
- Department committees can declare an e-dossier incomplete at its first meeting; department chair can then request the e-dossier be re-opened by submitting request to Distance Education.
- Department committee must affirm they will meet **again** and act on e-dossier before due date specified in the Calendar for Personnel Actions.

Multiple Statements of Intent

- If seeking multiple actions (retention and promotion; tenure and promotion), you must have two different statements of intent for the two different e-dossiers.

E-dossiers: New Requirement

- All e-dossiers must include the Notice of Tenure-Track Appointment and Agreement of Employment, which includes special conditions that govern your employment such as years of prior service toward tenure and your salary. You may cover up the salary figure before you scan this document to upload to your e-dossier.

This pest has been terminated!

- Any allegations regarding breaches of collegiality or professional conduct that become part of a faculty member's departmental or college-level review must be documented in writing with specific instances of the behavior within the review period and may not include hearsay.

Overview of Substantive Revisions

- Revision to One-page Narrative
 - Faculty are now permitted two pages.
- Course Evaluations
 - Do not include evaluations of study-abroad classes, APSU 1000 classes, or classes not routinely evaluated by the University (such as summer courses).

Class Climate Evaluation Reports

- Evaluations that were conducted using Class Climate and which were e-mailed to you in PDF format shall be added in their entirety except for narrative comments, which must be removed. Faculty shall not extract any other sections of Class Climate evaluations. The number of students participating in a class evaluation shall have no bearing on the requirement to include evaluations of classes within your e-dossier.

Supplemental Materials

- If you are using online articles as evidence of scholarship, save the articles as PDF files and include the complete text of all articles within your supplemental materials.
- This is the same as physical materials – the faculty member must ensure that a copy is maintained.

Deliberations and Public Records

- All committee proceedings and deliberations are confidential. Faculty members outside of the review process who are interested in the **outcome of a particular vote or recommendation** may file a public records request per APSU Policy 5:050 (*Inspecting and Copying Public Records*).

Faculty Handbook/Policy Committee 2008-2009

- Mickey Wadia, Faculty Representative (Chair)
- Michael Becraft, Assistant Vice President for Academic Affairs (ex officio)
- Elaine Berg, Faculty Representative
- Jack Deibert, Faculty Representative
- Sue Evans, Faculty Representative
- David Major, Faculty Representative

Faculty Handbook/Policy Committee 2009-2010 (at present)

- Mickey Wadia, Faculty Representative (Chair)
- Michael Becraft, Assistant Vice President for Academic Affairs (ex officio)
- Elaine Berg, Faculty Representative
- Jack Deibert, Faculty Representative
- Sue Evans, Faculty Representative
- Steve Ryan, Faculty Representative

Thank You for Coming!

- If you have questions or concerns, please contact me at wadham@apsu.edu or at extension 7448.
- The Office of Academic Affairs interprets Policy at APSU.
- The Chair of the Handbook/Policy Committee or members of this committee can answer nuts and bolts questions about specifics and procedures within the policy.

We are ready to take questions...