Department of Learning, Technology and Leadership Education

Promotion and Tenure Evaluation Guidelines

Approved: 2015
LTLE PAC, Faculty Evaluation – APR, Tenure and Promotion decisions

Composition and Purpose of LTLE PAC:

According to Senate Faculty Handbook, the committee advises the AUH and makes recommendations on personnel matters within the academic unit. The AUPAC is responsible to the academic unit faculty and to the AUH for conducting its functions (section III.E.2.a.).

LTLE PAC members are nominated and voted into office by the full-time LTLE faculty, except for the AUH. Three members and an alternate will be selected from amongst the full time LTLE faculty, to serve a 3-year period. Faculty, if elected, can serve multiple 3-year periods. Any full-time LTLE instructional faculty with a multi-year contract (tenure line, non-tenure line) may be elected to the LTLE PAC. Optimally, LTLE PAC members will represent the range of rank found amongst the LTLE instructional faculty. A LTLE PAC chair will be elected by the LTLE PAC members to provide leadership and management of the LTLE PAC’s work. For purposes of consistency across functions (APR, T&P) this persons should be at the rank of Full Professor.

For purposes of Tenure and Promotion (T&P) decisions, the LTLE instructional faculty may need to elect T&P representatives. T&P reviews and recommendations must be made by tenured faculty only (Section III.E.2.a), and faculty at or above the rank being sought through the promotion application. If there is a lack of LTLE faculty members at or above the rank being sought within the LTLE department, the LTLE PAC chair (after discussion with the LTLE PAC and AUH) will seek a qualified faculty member from another department within the CoE.

The LTLE PAC members are expected to actively engage in LTLE PAC meetings, scheduled through-out the academic year, to review processes and policies pertinent to faculty evaluation - Annual Productivity Reports, Tenure and Promotion.

LTLE PAC members will inform LTLE faculty, including AUH, of findings from these reviews, gather faculty input into revisions to documents, processes and policies.

LTLE PAC will also offer recommended revisions to LTLE faculty for their vote to guide the decision making process.

LTLE PAC will ensure that LTLE faculty have access to electronic copies of all LTLE PAC documents, process descriptions, and policies via the “N drive”, electronic storage kept on LTLE Department Head’s computer, and LTLE PAC chair’s computer.

LTLE PAC members who are unable to meet their obligations to the LTLE PAC and/or to faculty evaluations due to leave or absence from the university, should provide advance notice to the LTLE AUH and LTLE PAC chair so that the elected LTLE PAC alternate, or an appropriate other alternate, can be integrated into the faculty evaluation process.
LTLE PAC members will be recused from participation in the evaluation (APR, T&P) of family members.

LTLE PAC members will respect and maintain strict confidentiality of deliberations on all matters under their consideration. Failure to maintain confidentiality may be grounds for removal from the AUPAC or for a misconduct charge under Faculty Handbook, Section III.A.25.

LTLE PAC members who fail to perform their duties as outlined in the LTLE PAC processes and policies may be recused from the LTLE PAC, after consultation with the LTLE PAC (majority vote required), the LTLE AUH and the CoE Dean.

LTLE PAC chair will meet with the LTLE PAC T&P members, if different from the regular LTLE PAC, to review the T&P documents, processes and policies.

LTLE PAC chair will meet with each full time instructional faculty member new to LTLE, during their first semester, to review the faculty evaluation (APR, T&P) documents, processes and policies, inform them of how to access copies of this information, and answer any questions they may have regarding the information and the LTLE PAC.

LTLE PAC chair will ensure that LTLE AUH, College Dean, and Academic Provost have had the opportunity to review and approve the LTLE PAC documents.

**Criteria for Faculty Evaluation:**
According to the Senate Faculty Handbook, LTLE PAC faculty performance evaluations must include the following areas of performance (III.E.2.b.):

- teaching
- scholarly achievement and professional qualifications
- professional service

LTLE PAC should also address any aspects of a LTLE faculty member's conduct that impacts performance, positive or negative, in the faculty performance evaluations, LTLE PAC will ensure these deliberations are based on documented conduct and not hearsay.

The criteria for ratings as well as the components of each performance area to be evaluated are provided in the LTLE APR form, LTLE Tenure and Promotion Dossier Guidelines, and the LTLE Rating Rubric, which can be found on the “N drive”, or requested through the LTLE AUH or LTLE PAC chair.

**Promotion in Academic Rank:**

According to the Senate Faculty Handbook (III.E.6), a faculty member should have completed five years in academic rank before being reviewed for promotion. Decisions for promotion are based on the total package submitted and not on a single year’s
performance results. The COE has established a draft process for faculty who wish to submit an application for early promotion and/or tenure. It is anticipated that the policy will be finalized by April 2015.

LTLE PAC members will evaluate instructional faculty performance in each performance area as excellent, satisfactory or unsatisfactory (III.E.6.a).

LTLE PAC will use the following standards when evaluating LTLE instructional faculty for promotion:

LTLE instructional faculty must have an evaluation of, at least, satisfactory in all performance areas in order to be recommended for promotion to any academic rank by the LTLE PAC.

LTLE instructional faculty should have a record of, at least, satisfactory conduct to be considered for promotion by the LTLE PAC. LTLE PAC will confer with the LTLE AUH prior to considering promotion for instructional faculty with unsatisfactory conduct. Unsatisfactory conduct may remove an LTLE instructional faculty from consideration for promotion.

LTLE instructional faculty seeking promotion to Assistant Professor must have at least satisfactory ratings in all three areas of performance (III.E.6.a.(1)). Appointment at the rank of assistant professor carries with it teaching, scholarship and service responsibilities, unless other alternative responsibilities are assigned within the instructional faculty’s contract, and normally requires a terminal degree in a relevant discipline (III.B.4.c.) as described in the LTLE Evaluation Rubric.

LTLE instructional faculty seeking promotion to Associate Professor must have, at least, one excellent rating in a performance area and a satisfactory rating in the other two areas of performance (III.E.6.a.(2)). In addition to the requirements for assistant professor, appointment at the rank of associate professor is contingent upon substantial professional achievements, evidenced by an appropriate combination of teaching, scholarship and service (III.B.4.d.) as described in the LTLE Evaluation Rubric.

LTLE instructional faculty seeking promotion to Full Professor must have at least an excellent rating in two of the performance areas and a satisfactory rating in the third area (III.E.6.a. (3)). In addition to the requirements for associate professor, appointment at the rank of professor is contingent upon recognition of outstanding professional accomplishment (III.B.4.e.) as described in the LTLE Evaluation Rubric.

**Annual Evaluation, Tenure and/or Promotion of the LTLE AUH**

The LTLE PAC understands that the annual evaluation of the LTLE AUH will be by the College dean according to procedures developed at the college level (III.E.5., Academic Affairs Policy #2: Academic Unit Heads.). The LTLE PAC understands that the LTLE AUH has a full-time administrative appointment and that for purposes of evaluation this fourth performance area, administration, is weighted differently from the performance
areas of teaching, scholarly achievement and professional qualifications, and professional service. The LTLE PAC recognizes that LTLE instructional faculty contributes to the annual evaluation of the LTLE AUH through the annual AUH evaluations sent out by the College dean.

The LTLE PAC recognizes that a LTLE AUH may, during his/her term as AUH, submit a tenure and/or promotion dossier. Given that the LTLE faculty's annual evaluations of the LTLE AUH provide feedback to the College dean regarding the LTLE AUH's performance effectiveness and will be considered by the College dean in his/her consideration of LTLE AUH's application for tenure and/or promotion, the LTLE PAC will review, rank performance and make a recommendation regarding the LTLE AUH's tenure and/or promotion application based on the established LTLE criteria and the standards for promotion for the rank sought through the application (III.E.6.b.(4)). As per the Senate Faculty Handbook the recommendations for tenure and promotion of the LTLE AUH will be delivered by the LTLE PAC to the College dean (III.E.6.b.(1)). The process and timelines outlined in the LTLE Department Instructional Faculty Evaluation Handbook will be followed, with the previously mentioned adaptations.

The LTLE PAC recognizes that the LTLE AUH is not required to complete and submit an Annual Productivity Report (APR) to the LTLE PAC. However, if the LTLE AUH so wishes, the LTLE PAC will review APRs submitted by the LTLE AUH, and provide non-evaluatory feedback to the LTLE AUH regarding his/her trajectory in teaching, scholarly achievement and professional qualifications, and professional service according to the established LTLE criteria and standards for promotion approved by the LTLE faculty. This feedback will be provided only to the LTLE AUH, to use as s/he sees fit. This would be a voluntary process for the LTLE AUH and is not required by the Faculty Senate Handbook or by Academic Affairs Policy #2: Academic Unit Heads.

Procedures for Faculty Evaluation

Procedures for Faculty Evaluation were developed according to the Senate Faculty Handbook (III.E.6.b). Decisions for promotion are based on the total package submitted and not on a single year's performance results. Procedures for the Annual Performance Review of full-time LTLE instructional faculty and the Tenure and/or Promotion review of eligible LTLE instructional faculty follow:

Annual Performance Reviews (APR)

Each academic year, fall semester, the LTLE PAC will discuss with the LTLE full-time faculty any problems or concerns with the previous academic year’s APR documents, process and policies. The LTLE PAC will also inform the LTLE full-time faculty of any changes originating from the university or college impacting APRs. Using the information from these discussions, LTLE PAC will revise the APR documents, process and/or policies. This information will be provided to the LTLE PAC by February so that LTLE faculty involved in APRs will have time to review, clarify, and organize for their APRs.
Copies of current APR documents, processes and policies are available to LTLE instructional faculty on the “N drive”, or by request through the LTLE AUH and LTLE PAC chair.

Tenure and/or Promotion (T&P)
An eligible instructional faculty applying for tenure and/or promotion in academic rate must (III.E.6.b.) The following policies and procedures apply to applications for promotion in academic rank:

1. A *written* nomination or letter of intent to apply for promotion must be submitted to the LTLE AUH and LTLE PAC chair by **September 1**.

2. A summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service must be submitted by the faculty member to the LTLE AUH by **October 1**. The LTLE AUH will make these dossiers available to the LTLE PAC for review by October 3.

   a) A candidate for tenure and/or promotion may decline the nomination or withdraw from consideration at any time prior to receiving official notification of the promotion decision and may apply for promotion at a later date.

3. The LTLE AUH and the LTLE PAC will review the LTLE faculty member’s dossier independently and make independent recommendations.

   a) LTLE PAC will review each dossier independently first, then meet together to reach consensus on the LTLE PAC’s recommendations regarding the LTLE faculty member’s application for tenure and/or promotion.

   b) LTLE AUH and LTLE PAC will use the LTLE established criteria and standards for promotion, in compliance with Senate Faculty Handbook III. E.6) to justify their recommendations.

4. LTLE AUH and LTLE PAC will provide written recommendations, including justification for their recommendations, to the College Dean by **November 15**, and a copy of both recommendations shall concurrently be provided to the LTLE instructional faculty member.

   a) After the dean has received both the LTLE PAC and LTLE AUH recommendations, the LTLE AUH will be provided with a copy of the LTLE PAC’s recommendation and the LTLE PAC will be provided with a copy of the LTLE AUH’s recommendation.

5. The recommendations of the LTLE AUH, LTLE PAC and College Dean will be submitted to the provost by **December 15**.
a) After the recommendations have been received by the provost, a copy of the College dean’s recommendation shall be provided to the LTLE AUH, the LTLE PAC and the LTLE instructional faculty member.

6. The University Provost will review recommendations on tenure and/or promotion in academic rank from the LTLE AUH, LTLE PAC and College Dean, and either deny the LTLE instructional faculty’s promotion or make a recommendation to grant the promotion.

a) If the Provost denies granting promotion in academic rank, official written notification shall be sent to the LTLE instructional faculty member by February 1, with copies to the LTLE AUH and LTLE PAC concurrently.

a) If the Provost recommends granting promotion in academic rank, the official written recommendation shall be sent to the University’s President by February 1, with copies to the College Dean, LTLE AUH, LTLE PAC and LTLE instructional faculty member concurrently.

7. If the Provost recommends granting a promotion in academic rank, the President shall review the recommendation and either deny the promotion or make a recommendation to grant the promotion.

a) The President will send official written notification of denial to the LTLE instructional faculty member by February 15, with concurrent copies to the Provost, College Dean, LTLE AUH and LTLE PAC.

b) The President will send official written recommendation for granting tenure and/or promotion to the University’s Board of Visitors (BOV) for consideration at its next scheduled meeting. The BOV shall act on the recommendation, and notification of its decision shall be sent to the LTLE instructional faculty member by the Provost within 15 days after the BOV’s meeting.

c) Official notification granting promotion will be sent to the LTLE instructional faculty member after the formal action of the BOV.

d) Promotions become effective at the beginning of the following academic year.

Copies of current Tenure and/or Promotion documents, processes and policies are available to LTLE instructional faculty on the “N drive”, or by request through the LTLE AUH and LTLE PAC chair.