

## **PROCESS AND PROCEDURES FOR PROMOTION AND/OR TENURE REVIEW**

Information related to promotion and tenure review is included the “Blue Book” – UAF’s Policies and Regulations for the Appointment and Evaluation of Faculty – and in Article 5 of the collective bargaining agreement between the University of Alaska and Alaska Community Colleges’ Federation of Teachers (ACCFT). Please review these documents carefully.

### **A. Eligibility Requirements**

#### **1. For Tenure**

Different lengths of service are required before tenure review, dependent upon rank at the time of initial appointment. Faculty initially appointed to the rank of professor shall be reviewed for tenure no later than the second consecutive year of service. Appointments may continue beyond the third (3<sup>rd</sup>) year only with tenure. Faculty initially appointed to the rank of associate professor shall be reviewed for tenure no later than the fourth (4<sup>th</sup>) consecutive year of service. Appointments to associate professor may continue beyond the fifth (5<sup>th</sup>) year only with tenure. Faculty initially appointed to the rank of assistant professor shall be reviewed for promotion and tenure no later than the seventh (7<sup>th</sup>) year of service. Service may continue beyond the eighth (8<sup>th</sup>) year only with tenure. Board of Regents’ Policy states that faculty initially appointed to the rank of instructor shall be reviewed for tenure no later than the seventh (7<sup>th</sup>) year of service; UAF Policy links the simultaneous award of tenure and promotion to the rank of associate professor. A faculty member initially appointed at the rank of instructor, assistant or associate professor may choose to stand for tenure during any year prior to the required (mandatory) year of review. Please note, the rank and tenure linkage detailed below.

The “Blue Book” specifies a linkage of the award of tenure with promotion to the rank of associate professor: “An award of tenure is concurrent with promotion and vice versa. Any faculty member applying for promotion to the rank of assistant professor must also apply for tenure; and a faculty member at the rank of assistant professor may not apply for tenure without concurrently seeking advancement to the rank of associate professor.”

It is the faculty member’s decision whether or not to seek tenure prior to the mandatory year of review. In deciding when to stand, you should review your past performance evaluations, and then discuss your readiness with your campus director or dean.

#### **2. For Promotion**

The decision of whether to stand for promotion is at the discretion of each faculty member, with the exception of the mandatory linkage of associate professor with tenure described above.

Please consult with your campus director or dean to decide the best application strategy for you.

**B. Application Preparation and Submission**

All of the materials that you need to prepare your file are located at this (the Provost's) web site. Part II of these Guidelines is a detailed explanation of how to assemble your review file. Please note, also, that Part III Appendix provides you with copies of all forms required and other relevant material.

The schedule for promotion and/or tenure review is posted on this web site and is also included in Part III Appendix.

**C. The Review Process****1. Open Meeting Provisions**

Committees may determine whether discussions will be open or closed to the public and/or the candidate. The vote of the committee, however, shall be closed to the public and candidate. The vote and substantive statement shall be provided without individual attribution.

**2. Review of Recommendation**

Faculty members shall have an opportunity to review the recommendations at each review level, and to submit a respond at each level. On items already referenced in the prepared file, the candidate may add supporting documentation, such as letters of acceptance of a manuscript or grant proposal awarded, at any time during the review process. Other information or documentation, including letters of support on behalf of the candidate, may be added ONLY as an attachment to the candidate's comments at each stage of review.

Opportunity for this review has been incorporated into the Review Schedule and as much time as possible has been allowed for your review and response and your assistance in reviewing this schedule and meeting the deadlines is requested and appreciated. The forms for your response are provided in Appendix III and must be included in your file.

If you will be absent from campus for an extended period of time or at a point when a critical decision is to be made, you may delegate someone to act as your representative. If you wish to do this please send a memo to the Office of the Provost identifying the individual and the time period for which this authorization is valid. The notice must be signed and dated by you. Notification of the completion of a recommendation will then be given to the person designated and it will be up to that individual to inform you and solicit your comments or act on your behalf.

In preparing your response to a recommendation at any level, you may submit whatever documentation you feel essential to support your comments or point of view. Because these materials become a permanent part of the file and add to the amount of material to be considered at subsequent levels of review, they should be carefully and critically selected.

### 3. **Withdrawal of Candidacy**

Should you chose to withdraw your candidacy at any time during the process, you must notify the Provost, in writing, and the Provost will advise your dean/director.

A faculty member may withdraw the file from consideration at any step in the process prior to review by the chancellor ***except in the cases where the tenure review is mandatory.*** Withdrawal of candidacy during a mandatory review will result in the faculty member being issued a terminal contract for the following academic year.

A faculty member standing for tenure prior to the mandatory year of review may proceed through all steps in the process and may withdraw at any step in the process prior to review by the chancellor. If the file continues to the chancellor and if the decision of the chancellor is to deny tenure, the faculty member may continue to serve as a tenure track faculty member but may not stand again for tenure prior to the mandatory year of review. The decision of the chancellor in this instance is final.

### 4. **Evaluation Criteria**

The criteria for promotion and tenure have been in place at UAF since 1989 and also the Regional Review Process which has been in place since 1994. The criteria emphasize attention to both the quality of performance demonstrated and the expectations for judging performance activities within the framework of each unit member's particular assignment and workload distribution agreement.

It is your responsibility to include in your application a narrative self-evaluation of overall contributions within each of the performance areas appropriate to your appointment. In addition, your self-evaluation should reference those special standards and/or expectations that are identified in any unit criteria, standards and indices that may be approved for your unit.

Reviewers will be expected to support their recommendations with substantive statements and examples of how and to what extent you do or do not demonstrate the quality of performance or level of professional accomplishments of a tenure-track or tenured faculty member. These recommendations shall be made within the context of your particular appointment and the workload distribution agreement that is completed each year.

### 5. **Closing of the File**

The unit member's file is closed at the time of submission and no new materials may be added to the main body of the file. However, the faculty member may add relevant "update" or missing information, which verifies a change in status of achievements referenced in the file or addresses issues raised by reviewers and evaluators. For example, if a faculty member receives notification that one of the publications or grants listed as "in review" or "proposed" has been accepted for publication or funding, the candidate may wish to submit a note to this effect. *This should be added at the unit member's next review opportunity and placed behind*

*the most recent recommendation.* Other information or documentation may be added as an attachment to the candidate's comments at each stage of the review. Letters of support on behalf of the candidate may be added only by the candidate as part of their comments at each stage of the review.

In addition, access to the file will be limited to the faculty member and, during the official review periods established by the provost, the appropriate personnel at each review level (peer unit committees, campus director, dean, university-wide promotion and tenure committees, provost, chancellor and staff as designated at the level of review).

## **6. Levels of Review and Recommendation**

The various levels of review are:

- a. Campus Director. Upon submission, your file will be reviewed by your campus director who will evaluate your application and prepare a recommendation for or against the award of tenure and/or promotion. On or before the scheduled deadline, your campus director will notify you that their recommendation is complete. The file will then be forwarded to the CRA Executive Dean's Office.
- b. Unit-Peer Review Committee. Upon receipt from the appropriate campus director, your file will be forwarded to the Chair and members of the Unit-Peer Review Committee. Each Unit-Peer Committee shall have written procedures explaining the way in which it will conduct the evaluation. A copy of these procedures may be obtained from the dean/director's office.

The Committee will evaluate your application and prepare a recommendation for or against the award of tenure and/or promotion. A record of the vote, without attribution, and a written substantive rationale that includes the majority recommendation and minority opinion shall be placed in the file. On or before the scheduled deadline, the Committee will notify you that their recommendation is complete.

- c. Dean/Director Review. Following your receipt of the recommendation of the unit Peer Review Committee, your file shall be conveyed to the CRA Executive Dean's office. If you hold a joint appointment the dean will consult with the appropriate academic director or dean and shall prepare a written summary of the combined recommendation. The dean will notify you when this recommendation is complete and available for your review and comment.

If you hold an appointment in one department, and are affiliated with a second (i.e. School of Education unit member's who teach at a rural campus), the dean of the second unit will have an opportunity to review your file. Please note that you will be provided a single review/comment opportunity even if there are two or more dean-level evaluations. However, you may respond individually to the individual dean reviews.

- d. University-Wide Faculty Review Committee. The Committee members will

review the applications individually and then schedule a series of meetings to discuss the files. The Committee will notify you of the date, place, and time during which your file will be considered and will give you an opportunity to request that this discussion be conducted in open session.

The Committee will prepare a written recommendation and include a record of the vote without individual attribution, and substantive rationale that includes the majority recommendation and minority opinion. The Office of the Provost will notify you that the Committee's recommendation is available for your review and comment.

- e. Provost Review. The Provost shall review all applications. On or before the deadline indicated in the schedule, the Provost shall provide a written recommendation and rationale for or against promotion and/or tenure, and notify you that the recommendation is complete and available for your review.

*The period scheduled for your review of the Provost's recommendation is the last time when you may make a decision to withdraw your application for tenure without prejudice, if the application is prior to your mandatory year. If you elect to withdraw at this time, please hand-deliver written notification to the Provost on or before the date your comments are due. Please carefully review the withdrawal of candidacy section (C.3 above) especially if you are standing for tenure prior to your mandatory year of review.*

- f. Chancellor's Review. On the date indicated in the review schedule, the Office of the Provost will forward the files to the Chancellor for review. The Chancellor will send you written notification of the decision. The Office of the Provost will prepare a public announcement of all those who are tenured and/or promoted.

### **C. Storage of Files**

Except for supplementary information that you specifically request be returned to you (see "General Comments," Part II), your promotion/tenure file is kept permanently in the Rasmuson Library with restricted access. Please make certain that you have copied all pertinent information in your file that you may need/want to keep PRIOR to initial submission. You are encouraged to retain original documents for your records and only submit copies for the review process. If, however you need a copy of any of the information in your file, please contact the Office of the Provost as soon as possible after the review process is complete to make these arrangements. In the future, should you need to gain access to your file once it has been archived, contact the Office of the Provost for access authorization.

### **D. Exceptions and/or Extenuating Circumstances**

Any unusual situations not apparently covered by the documents governing promotion and tenure procedures, policies and regulations should be brought to the attention of your dean or director for appropriate resolution. If an interpretation of University intent is required, the dean shall bring this matter to the attention of the Provost.