

FACULTY REVIEWS

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OUTLINE

- Different types of faculty reviews
- When faculty should be notified of a review
- Fixed-term teaching track faculty reviews
- Tenure-track faculty reviews
- Untenured Annual Review
- Post-tenure reviews
- Questions

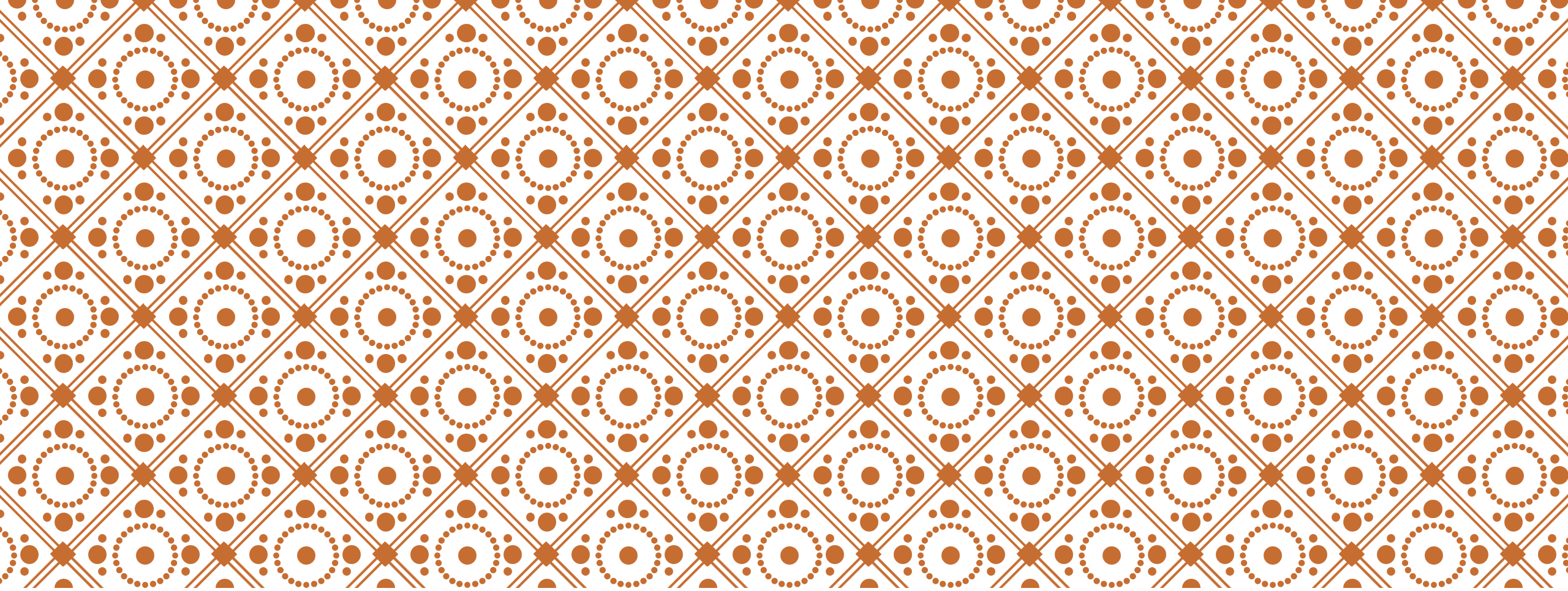
DIFFERENT TYPES OF FACULTY REVIEWS

- Fixed-Term Teaching Track Promotion Review
 - Teaching Assistant Professor & Teaching Associate Professor
- Tenure-Track Review for Reappointment or Promotion
 - Assistant Professor & Associate Professor
- Untenured Annual Review
- Post-Tenure Review
 - Tenured Associate Professor & full Professor



NOTIFICATION TO FACULTY

- Untenured Assistant and Associate Professors
 - Must be notified in writing at least three months prior to the start of the scheduled review.
- Tenured Associate Professors and full Professors
 - must be notified in writing at least six months prior to the start of the scheduled review because that scheduled review also constitutes the University's post tenure review which requires six months' notice.
- The notification should include the requirements for the dossier the faculty member must submit for evaluation.



FIXED-TERM TEACHING TRACK PROMOTION REVIEWS

Teaching Assistant Professor
Teaching Associate Professor



Teaching-Track Faculty Promotion Progression

NOTIFICATION TO DEPARTMENTS

- An email is sent out to each department in the Fall. Items included in this email:
 - A memo with important information and deadlines
 - A spreadsheet of teaching track faculty **eligible for promotion**
 - A Teaching Assistant/Teaching Associate Professor review schedule
 - Dossier submission checklist



DOSSIER SUBMISSION CHECKLIST
FOR FIXED-TERM PROMOTIONS

IMPORTANT INFORMATION IN NOTIFICATION EMAIL

- **Review Committee**

- Must be comprised of at least three faculty members with at least one being a tenured faculty member and at least one being a fixed term teaching track faculty (above the rank of the candidate being reviewed)

- **Chair's Letter**

- Must address applicable terminal degree in the field and document evidence of the person's qualifications, skills, teaching and service

- **Letters of Recommendation**

- Two letters of recommendation (UNC or external) are required

- **Peer Teaching Reports/Evaluations**

- One faculty member must observe a class session and submit a [Peer Faculty Teaching Observation Report](#)

- **Student Course Evaluations**

- **Routing actions via Infoporte**

- All promotions must be routed for review in Infoporte. Be sure your request route indicates **A&S Dean's Office HR** as the final stop

2018-2019 TEACHING TRACK REVIEW SCHEDULE

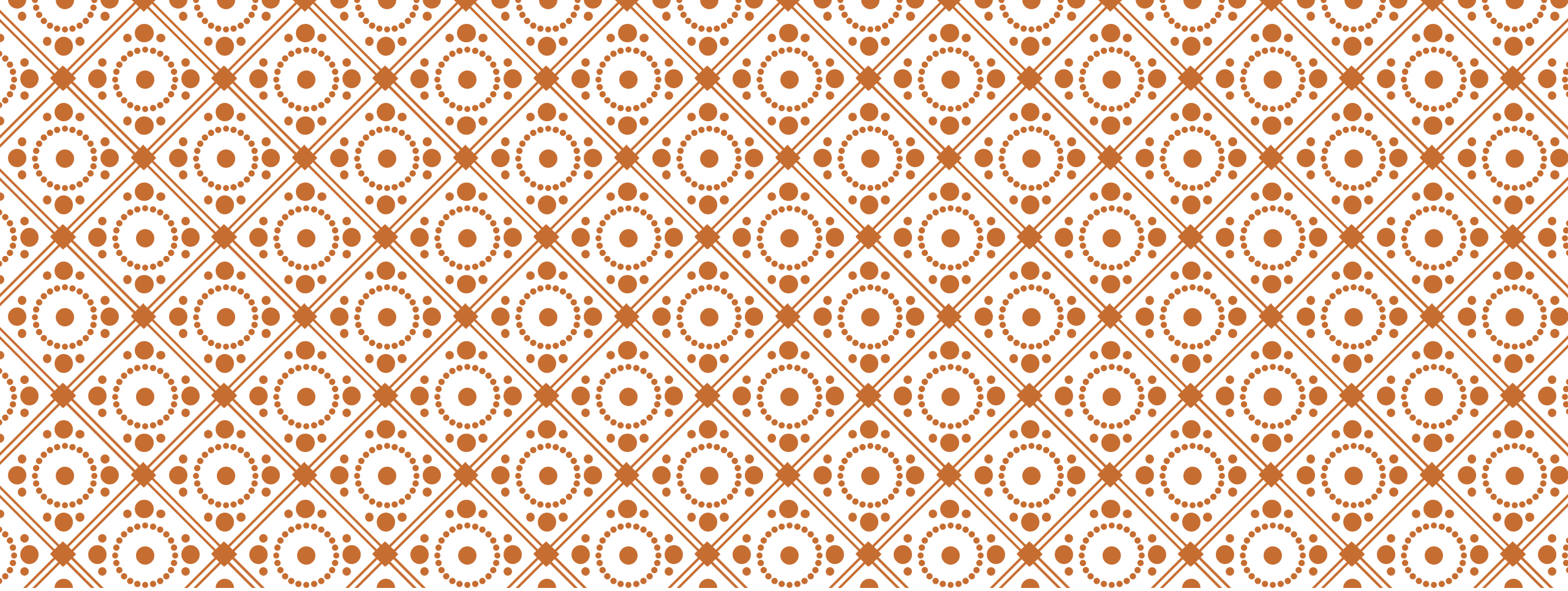
Fall

Fall reviews for promotion to Teaching Associate Professor and Teaching Professor to be effective 1/1/2019. Departments must submit dossiers by 11/16/2018.

Spring

Spring reviews for promotion to Teaching Associate Professor and Teaching Professor to be effective 7/1/19, Departments must submit dossiers by 3/22/19.

Departments must submit dossiers by the deadlines listed above. **Please submit dossiers when ready even if early.**



TENURE-TRACK FACULTY REVIEWS

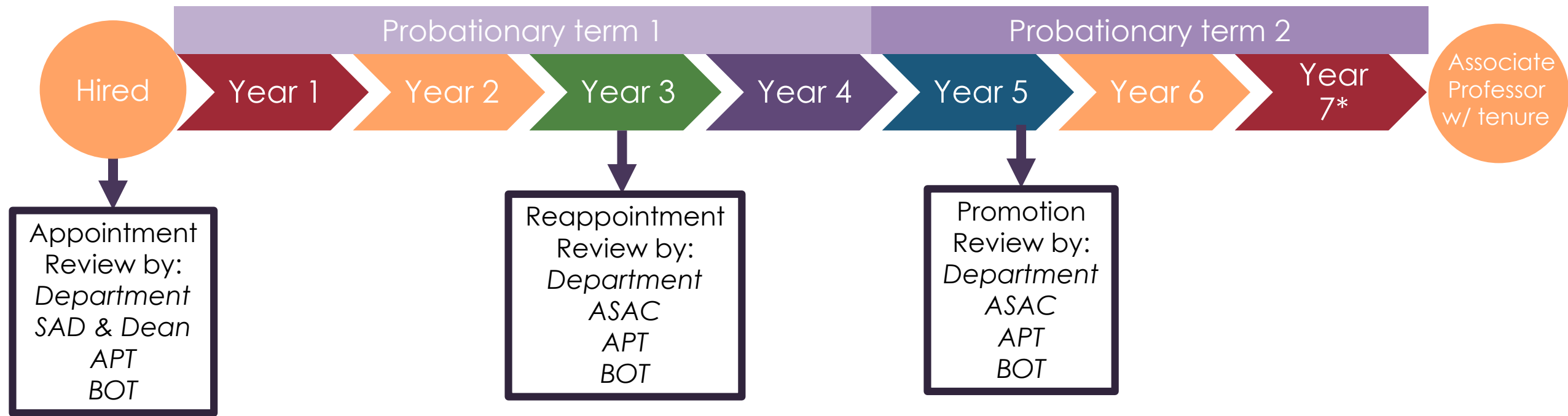
Assistant Professor
Associate Professor

TYPICAL TENURE-TRACK CAREER PROGRESSION



TIMING OF REVIEW

- No recommendation for a promotion or reappointment which under the provisions of the Tenure Regulations will confer permanent tenure may be initiated **until the faculty member has been in the active employment of the University for at least 18 months.**
- No such recommendation may be initiated which would have an effective date later than 18 months after its initiation.



*Typically, Assistant Professors do not serve their 7th year at this rank.

Assistant Professor



Tenure Review by:
Department
ASAC
APT
BOT



Once a faculty member is tenured, they are subject to a 5-year review schedule.
*If out of cycle, SAD approval required.

Associate Professor

EXTENSION OF TENURE CLOCK

- Extensions can be requested for health reasons, for childbirth or childcare reasons. It can also be requested if the faculty member is up for reappointment or tenure but is not ready yet.
- Must be submitted no later than 24 months before the end of their term. Extensions are granted in 12-month increments.
 - A second request for 12 months following the initial request (of 12 months) requires the same paperwork.
- Process:
 - [Tenure Clock Extension Form](#) completed by faculty member and sent to Chair
 - Form sent from Chair to Faculty Specialists in the Dean's Office
 - Faculty Specialists will review the form and get the SAD's endorsement on the form
 - Faculty Specialists will submit the form to the Academic Personnel Office (APO)
 - Once APO approves it, the Faculty Specialists will follow up with the Chair and faculty member

NOTIFICATION TO DEPARTMENTS

An email is sent out to each department in the Fall. Items included in this email:

- A memo with information on dates for appointment, promotion and review for both tenure-track **AND** tenured faculty
- A report with affected tenure-track faculty up for possible review highlighted in yellow; another page with fixed-term joint faculty in the department
- ASAC Schedule with relevant submission deadlines
- Promotion review deferral review memo

- New Hire Dossier checklist



**DOSSIER SUBMISSION CHECKLIST
FOR A NEW HIRE**

- Promotion and Reappointment Dossier checklist



**DOSSIER SUBMISSION CHECKLIST
FOR REAPPOINTMENTS AND
PROMOTIONS**

- Reading Infoporte notification document

ANNUAL REVIEW OF UNTENURED FACULTY

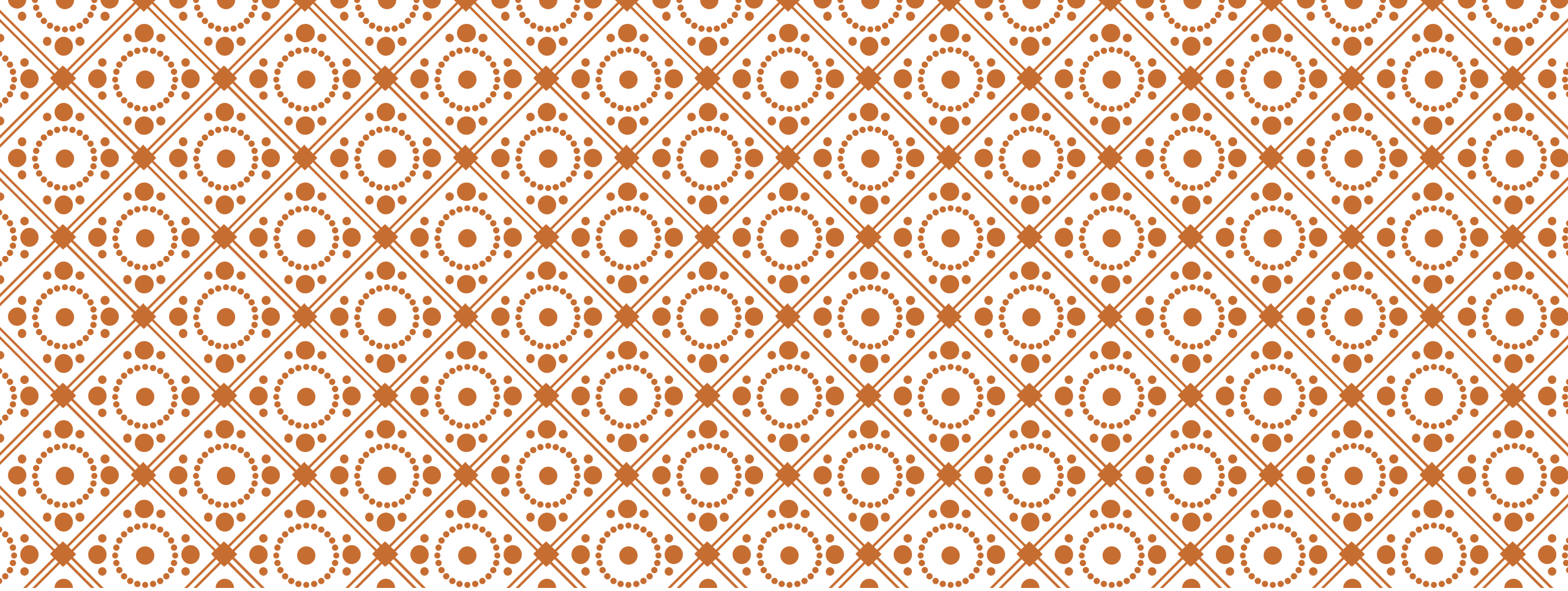
Why do annual reviews?

- Engagement and Relationship
- Progression toward Promotion and/or Tenure
 - Outcomes Measurement
 - Communication

Chair must write a report of the evaluation, provide a copy to the faculty member and place a copy in their personnel file

Chair should be clear about goals but the review should not explicitly comment or make a prediction regarding whether the faculty member will get tenure

A fill-in form is available at the CASBO website: [Annual Evaluation of Untenured Faculty](#)



POST-TENURE REVIEW (PTR)

Tenured Associate Professor
Full Professor

POST-TENURE REVIEW

- **Professor**
 - Post-tenure review must be made not less frequently than every five years
- **Associate Professor**
 - In any case where an associate professor has served five years in that rank and acquires permanent tenure in that rank, a post-tenure review must be made not less frequently than every five years
- **Deferral of PTR**
 - Deferral decisions must be reviewed and approved by the Provost
- **Post-Tenure Review Training**
 - <http://old.northcarolina.edu/aa/tenuretraining/index.php>

DEFERRING A PROMOTION REVIEW

- If a tenured faculty member wishes to defer his/her promotion review, the Chair should receive this communication in writing with an up-to-date CV including the teaching and research statements, and service and engagement statements, if applicable.
- If the faculty member does not wish to be reviewed for possible promotion, only the internal post tenure review (PTR) is carried out.
- Outside letters of recommendation are **not** required for PTR. Both classroom observations and student evaluations are required.
- When the faculty member defers a scheduled review for promotion, there is no guarantee that s/he will be reviewed before the next scheduled review (five years later).
- The department needs to report the outcome of the internal review (PTR) via Infoporte.

DEFERRING A PROMOTION REVIEW

The following documents should be submitted to the Dean's Office via Infoporte

Faculty member's written request

CV

Teaching and Research Statements and, if applicable, Service Statements

Chair's letter to Dean supporting the request to defer (include faculty vote if applicable)

NOTIFICATION TO DEPARTMENTS

- An email is sent out to each department in the Fall. Items included in this email:
 - Memo with important information about the procedures for PTR, notification to faculty scheduled for review and mandatory training for tenured faculty
 - Spreadsheet of faculty in the department who still need to complete PTR training and submit a signed Attestation of Completion **OR** faculty who have been recently tenured and need to complete PTR training and submit a signed Attestation of Completion
 - List of tenured faculty in the department and tenured faculty holding full joint appointments who are scheduled to undergo mandatory PTR
 - PTR checklist for use in submitting PTRs via Infoporte for SAD review
 - PTR Infoporte routing procedures
 - Promotion waiver instructions (deferring PTR)

Departments should also refer back to their Faculty Review Report that is sent out with the Tenured/Tenure Track email

POST-TENURE REVIEW CHECKLIST

The following documents must be submitted to the Dean's Office via Infoporte

CV

Faculty Self-Assessment
(Research, Teaching, Service and engagement)

Peer Teaching Observation Report and Cover Page

Chair's Letter written to the Faculty Member (must include overall rating)

Summaries of student course evaluations with quantitative data for past 5 years

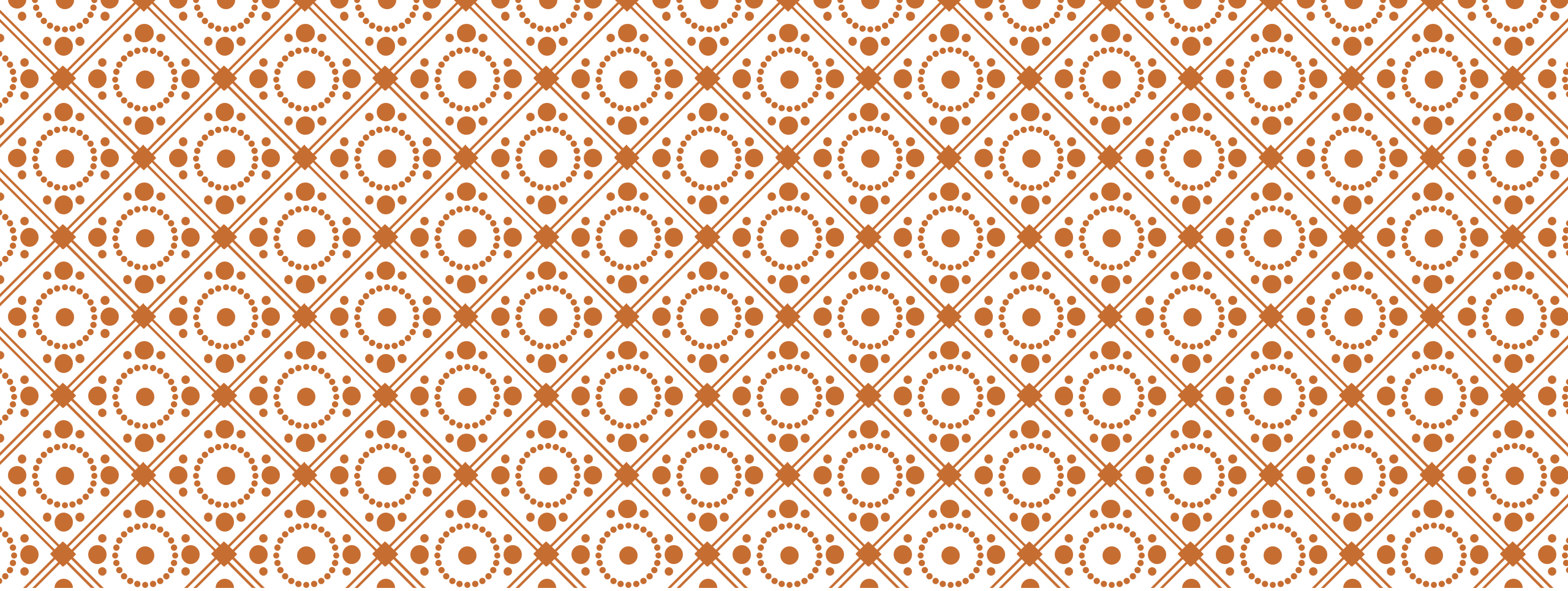
PTR Committee Report signed by the committee members

Faculty Response to Report (if applicable)

Development Plan (if applicable)

FULL JOINT APPOINTMENTS

- In the case of a tenured joint appointment, the home/primary department and secondary department(s) will each conduct their own review.
 - If each department agrees, the review may be carried out with one joint post tenure review committee that includes eligible faculty members from all appointing departments.
- Primary and full joint appointment(s) in the College
 - Primary department is responsible for submitting the required PTR documentation via Infoporte if a joint review is carried out.
 - If each department conducts its own review, each department is responsible for submitting the required PTR documentation via Infoporte for review by the division senior associate dean.
- Primary appointment outside the College
 - College unit in which the faculty member is jointly appointed will be responsible for reporting the date of the post tenure review, the overall rating and, if available, a copy of the PTR documentation. This information should be submitted via email to the Faculty Specialists (Janet or Teresa).



QUESTIONS?

Janet Farrell
Teresa Wilkinson

HELPFUL RESOURCES

- Academic Personnel Office: <https://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/reviews-and-performance-management/>
- Chair's Manual: <https://casbo.web.unc.edu/chairs-manual/review-of-tenure-track-faculty/>
- College forms: <https://casbo.web.unc.edu/forms/human-resources-forms/> (Dean's Office Forms; Faculty)
- [Policies and Regulations Governing Academic Tenure](#) (pdf)