

Promotions & Tenure Review: Spring 2015 Overview *Tenure-track & Tenured*

Jim Wyckoff, Mable Kinzie,
& Catherine Bradshaw

March 30, 2015

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Updates to Curry P&T Policy

- Minor Revisions in spring 2015
 - Please use current policy when preparing your materials (e.g., changed narrative from 15 to 10 pages)
- Current Policies
 - Curry Promotions & Tenure Review Process
 - <http://curry.virginia.edu/gateway/faculty-staff>
 - University policy
 - <https://policy.itc.virginia.edu/policy/policydisplay?id=PROV-017>

- Mable Kinzie, Chair (CISE, appointed, until May 2016)
- Jay Hertel, Chair Elect (KINE, elected, until May 2017)
- Jim Wykoff, Past Chair (EDLF, elected, until May 2016)
- John Lloyd (CISE, appointed, until May 2016)
- Patrick Tolan (EDHS, appointed, until May 2016)
- Ron Reeve (EDHS, elected until May, 2017)
- Carolyn Callahan (CISE, elected until May 2017)
- Diane Whaley (NTT, elected until May, 2017)
- Catherine Bradshaw (Ex Officio)

(General) Timeline for Fall 2015 Review: Tenure Track

- **Late Feb – Early March** Promotions Committee elected and appointed.
- **April 1** Dean specifically notifies non-tenured faculty who will be entering their sixth year of service of the need to submit materials in support of their consideration for promotion and/or reelection without term. The Dean sends a general notice to all other faculty—tenure-track and non-tenure-track faculty that those intending to go up for promotion that they need to identify themselves for promotion by April 15.
- **Early April** Promotions Committee holds open forum on the promotions policies and procedures (3 sessions).
- **April 15** Faculty declare intent to be candidates for promotion and submit lists of potential external reviewers and solicited reviewers to Promotions Committee and Dean.
 - In conjunction with his/her Department chair, each candidate submits (a) a list of ten (10) potential external reviewers (“on list”), (b) names of the major national organizations and journals in his/her field, and (c) a list of solicited letter writers. **After this year, candidate should not contact the letter writers.**

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(General) Timeline for Fall 2015 Review (cont): Tenure Track

- **By April 16** IRCs selected by collaboration among Promotions Committee, Department Chairs, and Dean.
- **By April 23** Promotions Committee selects external reviewers for each candidate and provides lists to the Dean's Office.
- **By May 1** Dean's Office emails designated reviewers to confirm their participation and submission of letters by September 1st.
- **By July 1** All candidates' (tenure-track and non-tenure-track) promotions materials are due. IRC reviews begin.
- **By July 15** All required dossier materials are made available to external reviewers.
- **Aug 1** Solicited letters due to Dean's Office.
- **By August 15** Dean's Office posts candidates' materials on intranet and prepares candidate notebooks for Promotions and IRC Committee members.

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(General) Timeline for Fall 2015 Review (cont): Tenure Track

- **September 1** External letters due, and letters are posted on intranet for Promotions Committee and Dean.
- **September 10** Candidate submits update CV and memo to Dean's Office highlighting changes since July 1
- **Mid-Sept to Oct** IRC Review completed for TT.
- **Mid-Oct to Nov** IRC Review completed for NTT.
- **Mid-Oct to Dec** Promotions Committee meets on each candidate.
- **Nov. 13** School-wide faculty meets for reports and discussion; comments submitted on intranet. Vote of School-wide tenured faculty follows (*tenure and tenure track only*).
- **Dec. 14** Letters from Department Chairs sent to the P&T.
- **Mid Dec** Review and recommendations by P&T sent to the Dean (TT).
- **Early Jan** Review and recommendations by P&T sent to the Dean (NTT).
- **By February 1** The Dean and Promotions Committee Chair meet with individual candidates. Dean sends his/her recommendations to the Provost.
- **June** Promotions announced after action by the Board of Visitors

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Criteria for Promotion and Tenure

- 1. Scholarship**
- 2. Teaching**
- 3. Service**

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1. Scholarship

- “application of systematic and rigorous approaches to the acquisition of knowledge through accepted methods of inquiry”.
 - e.g., publications (e.g., articles, chapters, and books, including textbooks), presentations, awarded grants, software applications
 - “Peer-reviewed publications in discipline-appropriate journals and scholarly books are the most important products of scholarship and are considered most heavily in tenure and promotions decisions”.
 - “Quality represented in external reviewer letters figure prominently in the promotion and tenure decision processes”.
 - Review of quantitative indicators (h-index, impact factors)
- Publication expectations vary among the disciplines represented in the Curry School.
- Grants (funded & unfunded)
 - Agencies, role played, award amount

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2. Teaching

- Teaching considerations include
 - (1) group instruction
 - (2) individual instruction
 - (3) academic advising and consultation
- Evaluated on several components of effective teaching, advising and mentoring
- Evaluations of group instruction (student quantitative and qualitative evaluations and peer evaluations) should be good to excellent throughout the pre-tenure period or clear evidence of improvement must be apparent
 - show evidence of seeking and responding to peer evaluations
- Provide evidence that individual instruction and mentoring has been effective.

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3. Service

- 3 types:
 - (a) field-related services
 - Expertise (e.g., workshops, consultancies, committee or advisory board membership)
 - Service to schools, colleges, and universities, business and industry, governmental units, and/or the community at large
 - (b) service to the profession
 - work done with professional organizations and research societies (e.g., editorial board membership, grant review panels, committee assignments, and election to office)
 - (c) service to UVa, the Curry School, the department, Center, and the program
 - administrative responsibilities, clinical assignments, and committee work

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Due by April 15: Tenure

- Faculty declare intent to be candidates for promotion and submit lists of potential external reviewers and solicited reviewers to Promotions Committee and Dean.
 - In conjunction with his/her Department chair, each candidate submits the following
 1. a list of ten (10) potential external reviewers (“on list”). **Note, NTT identify a list of 8 potential external reviewers (“on list”).**
 2. names of the major national organizations and journals in his/her field.
 3. a list of solicited letter writers. **After this year, candidate should not contact the letter writers.**

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- Separate electronic files:
 - a. Narrative (new page limit is 10)
 - b. Curriculum vitae
 - 3 electronic folders for Scholarship, Teaching, and Service:
 - i. Scholarship: 5 articles
 - ii. Teaching: syllabus, readings, projects, and student evaluations
 - iii. Service
- Due to the Dean's Office by July 1st

Letters

- External letters
 - Dean seeks external reviews from six or more reviewers
 - All are contacted by Dean's office (not candidate)
 - On list (suggest up to 10, **note 8 for NTT**)
 - Off list (selected by IRC)
 - » Qualifications of letter writers
- Solicited letters (up to 10) – *note limit of 6 starting next year*
 - Try to avoid selecting people who could be external reviewers
 - Largely speak to teaching and service
 - Letters due to Dean by August 1
 - *Do not contact letter writers*

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- For Tenure-Track Faculty IRC
 - IRC consists of 3 tenured faculty members
 - 1 from the candidate's department
 - 1 from 2 other departments
 - P&T Committee member who is outside the candidate's department to serve as Chair of the IRC
 - For NTT faculty, one IRC member can be NTT faculty at rank equal to or higher than rank of promotion

Additional Questions

- Mable Kinzie (Incoming Chair of P&T)
- Jim Wyckoff (Past Chair of P&T)
- Catherine Bradshaw (P&T Ex Officio and Associate Dean for Faculty Development)

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Promotions & Tenure Review: Spring 2015 Overview *Non-Tenure Track Process*

Jim Wyckoff, Mable Kinzie,
& Catherine Bradshaw

March 31, 2015

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- Carolyn Callahan (CISE, elected until May 2017)
- Diane Whaley (NTT, elected until May, 2017)
- Catherine Bradshaw (Ex Officio)

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(General) Timeline for Fall 2015 Review: NTT

- **Late Feb – Early March** Promotions Committee elected and appointed.
- **April 1** The Dean sends a general notice to all faculty–tenure-track and non-tenure-track faculty that those intending to go up for promotion that they need to identify themselves for promotion by April 15.
- **Early April** Promotions Committee holds open forum on the promotions policies and procedures (3 sessions).
- **April 15** Faculty declare intent to be candidates for promotion and submit lists of potential external reviewers and solicited reviewers to Promotions Committee and Dean.
 - In conjunction with his/her Department chair/Center Director, each candidate submits (a) a list of 8 potential external reviewers (“on list”), (b) names of the major national organizations and journals in his/her field, and (c) a list of solicited letter writers. **After this year, candidate should not contact the letter writers.** Note, Tenure Track/Tenured identify a list of 10 potential external reviewers (“on list”).

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(General) Timeline for Fall 2015 Review (cont): NTT

- **By April 16** IRCs selected by collaboration among Promotions Committee, Department Chairs, and Dean.
- **By April 23** Promotions Committee selects external reviewers for each candidate and provides lists to the Dean's Office.
- **By May 1** Dean's Office emails designated reviewers to confirm their participation and submission of letters by September 1st.
- **By July 1** All candidates' (tenure-track and non-tenure-track) promotions materials are due. IRC reviews begin.
- **By July 15** All required dossier materials are made available to external reviewers.
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Curry Non-tenure Tracks

- Faculty appointed to one of three non-tenure track positions:
 - Teaching Faculty (instructional)
 - Research Faculty (research)
 - Clinical Faculty (clinical)
- Each has expectations for
 - assistant, associate, full

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Details on Load and Track

- “The primary area of effort and activity will serve as the principal basis for review for promotion. However, if contributions are made in other areas and are defined in the letter of appointment and/or annual report as agreed upon by the Department Chair and/or the Center Director, those contributions will be considered in the review process.
 - For instance, a NTT faculty member may concentrate primarily on research responsibilities, with only secondary contributions to teaching. Prior to review for promotion, the NTT faculty member’s load distribution must be specified in the candidate’s dossier and verified by the Department Chair and/or Center Director (as appropriate) in relation to the last three years of load distribution as documented on the candidate’s annual review.
- The determination of track *at the time of review* will be based on the area which is reflected as the greatest percentage of load in the annual reports for the past three years as agreed upon by the Department Chair and/or the Center Director. The Department Chair/Center Director’s letter must provide sufficient detail on load and performance (since appointment to current rank) to aid in committee review.
- For purposes of a successful promotion in rank, it is expected that candidates will display the qualities of recognized excellence defined in these guidelines in the primary assignment area(s).”

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How is “track” defined?

- Defined by load
 - “who devote the largest percentage of their time to ...”
 - Acknowledging multiple responsibilities
- Updated job description to be submitted with promotion packet
- Chair’s/Center Director’s letter indicates support for track for promotion
 - e.g., recent annual reviews

Criteria for Promotion and Tenure

- 1. Scholarship**
- 2. Teaching**
- 3. Service**

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1. Scholarship

- Excellence in research: (promotion to Associate)
 - Many of the same criteria as for tenure track faculty, however some important differences
 - “The candidates work is recognized by peers for original and independent investigation. External funding in the form of federal grants, foundation grants/awards, and contracts is an important indicator of excellence...”
 - “The candidate’s larger contributions to building research capacity and a research portfolio in the School and or Center will be acknowledged as evidence of excellence in research.”

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1. Scholarship (cont)

- Excellence in research:
 - The candidate's broader research portfolio should be considered, which may also include mentorship of students and postdoctoral fellows in research and grant-related work.
 - The importance of contributing to the larger body of work in a center or funded research program will be recognized; however there will still be an expectation for individual distinction.

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2. Teaching

- Excellence in teaching: (promotion to Associate)
 - Many of the same criteria as tenure track faculty, however there are some important differences
 - Candidate is therefore expected not only to demonstrate merit in classroom instruction but also to be a leader and or be recognized for expertise in the pedagogy of education or in the field of his or her expertise, and to demonstrate this leadership and/or recognized expertise in teaching-related relevant activities.

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2. Teaching (cont)

- Examples could include, but not limited to:
 - publication of articles in reputable journals or conference proceedings, in pedagogy or in the faculty member's area of expertise
 - publication of textbooks or other books in the faculty member's area of pedagogy
 - development of teaching materials that are adopted by other faculty members in the candidate's department, or in other departments in the School, the University, or other academic institutions
 - teaching awards and honors
 - individual and multi-investigator grants to support instruction or student education or training
 - See document for other examples

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3. Service

- To the extent that service is an agreed upon portion of a NTT faculty member's workload, documentation of service should be similar to that for tenure track faculty.
- This could include, but is not limited to, letters (both solicited and external letters) to document the extent and quality of service contributions.

4. Clinical Practice

- The candidate should document excellence in one or both of the following domains:
 - *Patient/client care*: Clinical skills, board certifications, clinical innovations, clinical research and/or programs that are locally and/or regionally distinctive; programs that measurably improve patient outcomes. Documentation can include patient evaluation data, accreditation reviews, etc.
 - *Education*: Clinical supervision, training, teaching, and advising of undergraduate and graduate students, postdocs, and/or colleagues.
 - See document for examples

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 1. list of **8 potential external reviewers (“on list”)**.
 2. names of the major national organizations and journals in his/her field
 3. list of solicited letter writers (**currently 10 is max, but up to 6 for next year forward**). After this year, candidate should not contact the letter writers

- External letters
 - The Dean seeks external reviews from approximately six or more reviewers.
 - All are contacted by Dean's office (not candidate)
 - On (**suggest up to 8**) and off list (selected by IRC)
 - Qualifications of letter writers
 - » NTT can have up to 1 NTT letter writer on on-list
 - All letters due to Dean by August 1
- Solicited letters (up to 10; **up to 6 starting in fall**)
 - candidate identifies potential reviewers who could write letters. Dean requests the letters, not candidate.
 - All letters due to Dean by August 1

- Separate electronic files:
 - a. Narrative (new page limit is 10)
 - b. Curriculum vitae
 - 3 electronic folders for Scholarship, Teaching, and Service:
 - i. Scholarship: 5 articles
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- Due to the Dean's Office by July 1st

- Non-Tenure-Track Faculty IRC
 - P&T Committee member who is outside the candidate's department to serve as Chair of the IRC
 - One general faculty member of rank equal to or higher than promotion level

- Promotions Committee (constituted of 8 members including one voting NTT faculty member) will receive the report from the IRC and vote on whether to recommend the candidate for promotion to the Dean.
 - A vote of at least 5 affirmative votes is necessary to recommend for the promotion of a NTT faculty member.

Additional Questions

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- Jim Wyckoff (Chair of P&T)
- Catherine Bradshaw (P&T Ex Officio and Associate Dean for Faculty Development)

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