Promotion and Tenure

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Online Materials:
http://www.uky.edu/Provost/APFA/Promotion_Tenure/
Workshop Outline

- University Regulations & Overall Process
- Your Dossier and Your Timeline
- University Academic Area Advisory Committees

http://www.uky.edu/Provost/APFA/Promotion_Tenure/
University Requirements and Your Review

What is Expected and How to Find the Information
Myths About Promotion & Tenure

- When I was promoted/tenured…..
- They don’t read the dossier… quality doesn’t matter… they just count stuff…
- Extension/engagement doesn’t count, just research (and maybe teaching)…. 
- Administrators want to deny tenure whenever they can…..
Guiding Documents

- Administrative Regulations (AR) 2:1-1 and for each title series
- Provost Annual Memo
  - Checklist (Handouts)
- Governing Regulations (GR) VII, X
- Web resources on the Associate Provost for Faculty Affairs website:
  - http://www.uky.edu/Provost/APFA/Promotion_Tenure/
Other Information Resources

- The Dean’s Office
- The College P&T Handbook
- College and Department Procedures
- Department/Unit statements regarding evidences of excellence for promotion and tenure
- Your department chair and administrative staff member(s)
Promotion and Tenure (P&T)

Probationary Period

- Probationary Period (GR X B.1.b.)
  - Applies to non-tenured full-time, year-to-year faculty appointments
  - Total non-tenure period, shall not exceed 7 years unless:
    - Medical, Educational, Politically Elected Office
    - Automatic Delay
      - Parenthood
      - Request for family dependent-care, which requires approval at Provost level
Required all educational units to develop statements describing the evidences in Instruction, Research, and Service that are appropriate to their field. Approved by:

- Faculty -> Chair -> Dean -> College Rules
- Statements of Evidence

Will affect new hires and you in your next promotion
Key Updates – ARs/GRs

- Increased the **required** minimum number of letters from external evaluators to **6 letters** (2 of these are suggested by candidate, 4 by the department chair)

- One comprehensive **tenure** review no later than the sixth-year of probationary period; evaluated **at all levels irrespective of judgment**
Steps at Provost Level

- Verification of the dossier
  - Checklist has been followed
  - Incomplete Materials
  - Missing Materials
  - Procedural Errors -> Dean
  - Monitor based on any extensions of tenure clock
  - Problems relating to personnel matters vs. performance matters

- Sent to Advisory Committee
Steps at Provost Level

- Academic Area Advisory Committee
  - Modification of dossier review:
    - Requires that the committee provide a written evaluation for cases that have not received near unanimous support from all prior levels
  - May request the written advice of an ad hoc
  - Recommendation to the Provost

- Provost makes final recommendation → President → Board of Trustees
Summary of Process for P&T at UK

Your Dossier (Contract, DOE, Performance Reviews, etc.)

Chair/Director/Department

College Appointment, Promotion, Tenure Committee

Academic Area Advisory Committee

Provost

President

UK Board of Trustees
Take Home Message
– For You

- Build **Your** Case – 5 years
  - Fall 20XX-Summer 20XX
  - Work with college to prepare your dossier – Fall 20XX year you plan to submit the materials for promotion/tenure

- Dossiers due to Provost January 20XX

- “It’s UP to **YOU**!!”
Your Dossier and Your Timeline

Where You Want To Be and How You Can Get There
Expectations: Areas of Activity

- Three areas of activity are important:
  1. Teaching, advising and other instructional activities
  2. Research or other creative activity
  3. University, professional and public service

Note: CTS also have practice-related activities

- Evaluation of performance in each area should align with the distribution of effort (DOE)
Expectations: Great!!!

- We expect excellence in each area.
- Your dossier will be evaluated by internal colleagues and external evaluators.
- Your performance must indicate promise for leadership in your discipline.
  - Regional/national for associate professor
  - National/international for full professor
Evaluation: Tough!!!

- Teaching
  - TCEs, qualitative evaluations, student letters
  - Graduate student advising, committee service

- Research
  - Publications: quality, quantity, citations
  - Extramural funding

- Service
  - Department, College, University
  - Profession, Public
Always Keep in Mind…

- DOE: accurate?
- Advice from chair/mentor(s)
- National “presence”
- Dossier preparation
  - Teaching Portfolio
  - Publications
  - Record of EVERYTHING
2nd & 4th Year Reviews

- Mandatory tenure progress reviews occur in 2nd and 4th years
- These reviews should be a “mock” promotion and tenure review
  - You prepare a dossier
  - Your colleagues review it
  - You receive formal feedback
    - Be receptive to feedback
    - Respond to feedback
Year 6: Final Tenure Review

- You compile dossier and evaluator list (late Summer/early Fall)
- Chair contacts external evaluators (early Fall)
- External evaluator review (mid Fall)
- Department level review (mid to late Fall)
- Submit to Dean (November/December)
- College level review (late Fall)
- Submit to Provost Office (January)
- University Area Committee (February – April)
- Provost/President (May)
- Board of Trustees (June)
External Evaluation: Your Job

- Assemble abbreviated dossier for external evaluators
  - Curriculum vitae
  - Statement of research
  - Sample publications
  - Other?

- Provide your chair with a list of external evaluators
External Evaluation: Chair’s Job

- With input from the tenured faculty, develops a list of external evaluators.
- Selects from both lists and contacts those persons selected as external evaluators (two from your list; four from his/hers; maybe more…)
- Sends abbreviated dossier to external evaluators.
External Evaluators’ Job

- Review the materials they receive and provide a frank, professional evaluation of your performance.
- Tend to focus primarily on research but also can comment on teaching and service, particularly depending on your title.
Questions Considered

- What is Dr. Doe’s ranking in his/her area of specialization?
- How significant an impact has Dr. Doe made upon his/her field of specialization?
- Can you identify any genuinely major contributions Dr. Doe has made to the discipline?
- Do the quality and quantity of Dr. Doe’s published work justify P&T?
- Would you recommend Dr. Doe for P&T in your own department?
Dossier Preparation: Your Job

- Curriculum Vitae
- Teaching Portfolio
- Letters from students
- Publications, patents, creative products
- Grants and contracts
- Professional distinction (e.g., awards)
- University, professional, public service
Dossier Preparation: Tips!

- **Content**
  - Organized
  - Comprehensive
  - Polished (i.e., no GSP errors!)

- **Format**
  - 3-ring binders
  - No plastic sheets

- **Updates**
  - You may add information up until the time the dossier is reviewed by the Provost
Review by AREA Committee
Area Advisory Committee

- 7 University Academic Area Advisory Committees
  - Biological Sciences
  - Medical Center Clinical Sciences
  - Extension
  - Humanities and Arts
  - Physical and Engineering
  - Social Sciences
  - Librarian
Area Advisory Committee

- KEY Word – Advisory – make recommendations to the Provost
- Outcome of past years decisions
  - online
Area Committee

- Committee is composed of Professors (not Chairs or Deans) representing the Colleges
- Appointed to two-year terms
How does the Area Committee Function?

- Provides “advice” to the Provost concerning appointment, promotion and tenure decisions
- Typically meets during January-April after dossiers are submitted
- Medical Sciences meets monthly because faculty hires occur throughout the year and a "rolling” review of P&T is performed
How does the Area Committee Function?

- Your materials are added to those generated from the College Administration and forwarded for review.
- Each Committee member reviews the “Dossier”.
How does the Area Committee Function?

Review Process

- Appointment letter
- Title Series and “expectations of letter”
- DOE’s & Percent of Effort
- Annual Reviews (2/4 year when done)
- CV review, Dean’s, College P&T, Chair’s letters
- External & Internal Letters
How does the Area Committee Function?

- Discussion is led/facilitated by the “Chair”
- Vote of all members (Y, N, abstain)
  Person abstains if they are in department/college or “linked”
- Majority of Time – very transparent
How does the Area Committee Function?

- Appointment letter states expectations but the activities don’t match
- DOE’s don’t reflect activities
- Annual Reviews are not consistent with other materials
- Special Title re: Research/Scholarship
- Dean – Chair – Faculty Disagree
Remember

- Area committee is ADVISORY – not ultimate decision maker
- Area members cannot discuss outcomes – Process & general recommendations but not actions or discussions
Final Helpful Hints

- Organize dossier to make it easy to read
- Follow the University and College/Department Guidelines related to CV and required submissions
- Make the deadlines – Talk often with your Chair – Take to heart 2 & 4 year feedback as well as Annual Reviews
- Attempt to get a “great example” from Chair/Dean of a recent successful candidate in your Title Series
Faculty should understand that the University has invested in them and wants them to be successful!

University personnel want to help you in being successful!

Good Luck!!!