



Promotion and Tenure

University of Kentucky

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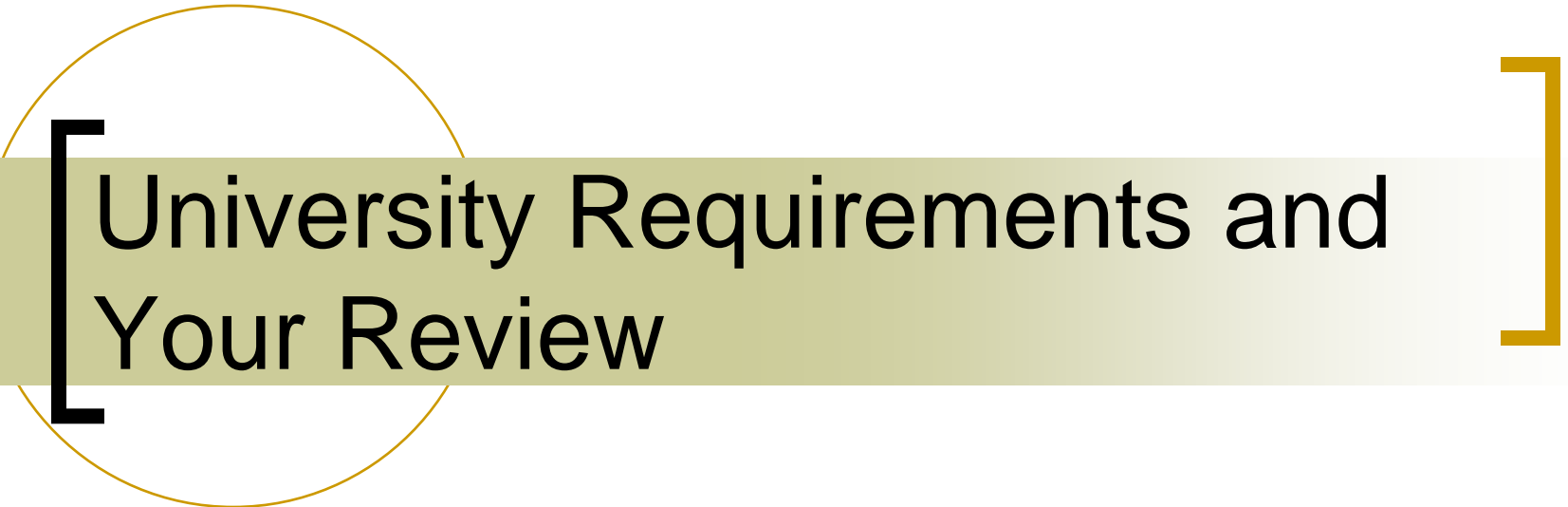
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Online Materials:

[http://www.uky.edu/Provost/APFA/
Promotion_Tenure/](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



Key Updates – ARs/GRs



- **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 serviceNote: 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

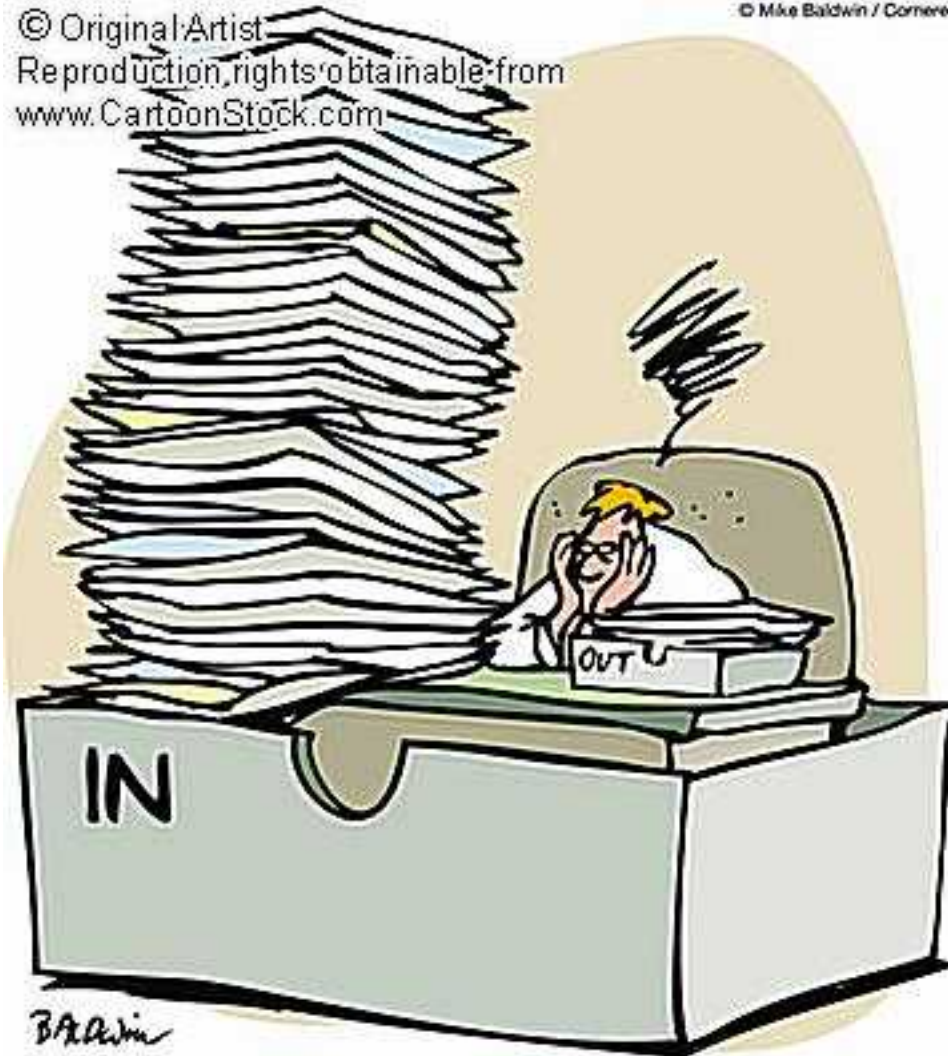
- 3-ring binders
- No plastic sheets

■ Updates

- You may add information up until the time the dossier is reviewed by the Provost

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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

???'s

- 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!!!