

# College Criteria for Reappointment, Promotion and Conferral of Permanent Tenure

<http://clas-pages.uncc.edu/rpt/criteria/>

## 1. Criteria to be used in making Reappointment, Promotion, and Tenure Decisions.

Reappointment, promotion and tenure decisions shall be based on performance in three areas: teaching, research, and service. Faculty must be successful in both teaching and research throughout their academic careers. They must also render service that is appropriate for their rank. Relevant scholarship, teaching, and service while at other institutions should be included in the RPT file when a faculty member is being considered for reappointment, tenure and promotion. Each of the areas of teaching, research and service, considered both individually and holistically, comprises a broad range of activities as elucidated below:

a. Teaching as it relates to classroom teaching, direction of theses and dissertations, academic advisement, and extension programs. Evidence of competence and currency in subject matter, of proper organization and design of courses taught, of ability to present the subject matter in an interesting and clear manner that is appropriate for students at the level for which that course is designed. Where appropriate, evidence of effective advising, effective direction of student research, and expertise in development of curriculum. Evidence that teaching contributions are effective in light of the Department's teaching mission.

b. Research or other creative work, with some indication of their impact, including but not limited to peer-reviewed publications, juried exhibitions, patents, software, digital resources including internet-delivered projects, performances, presentations of scholarly papers, plenary addresses, research awards, community-engaged scholarship, and successful grantsmanship (as defined by the department). Evidence that the work is of high quality and is part of the candidate's ongoing agenda. Trajectory for scholarly and creative activities is important.

c. Service as it relates to University (department, college, university), community, and profession, as appropriate to the level of review. At the University level this includes evidence of sustained and significant contributions to program and curriculum development and governance. At the community level this is most often based on professional expertise in areas related to the University's public- service objectives. At the professional level this is based on the leadership roles within disciplinary organizations or the profession as a whole.

## 2. Standards for Academic Ranks

It is expected that each basic academic unit within the College of Liberal Arts and Sciences will have criteria (i.e. guidelines) that provide specific definition and elaboration of the expectations of faculty being considered for reappointment, promotion, and conferral of permanent tenure. These guidelines should be driven by and consistent with the stated goals of the unit. The unit guidelines should also address how to evaluate faculty contributions to interdisciplinarity and how these initiatives relate to the mission and goals of the unit. In addition to the departmental guidelines, the CRC will apply the general criteria listed below to the departmental review. These general guidelines provide some basis for comparing recommendations from the diverse disciplines within the College.

a. For reappointment of an assistant professor, the CRC will consider the following criteria (not listed in any rank order):

- Effective teaching
- High quality research/creative activity
- Appropriate service contributions at the unit level
- Projected growth as a teacher, scholar, and university citizen that shows promise of satisfying criteria for promotion to associate professor with conferral of permanent tenure.

b. For promotion of an assistant professor to associate professor (which automatically includes conferral of permanent tenure) or conferral of permanent tenure on an associate professor, the CRC shall consider the following criteria (not listed in any rank order):

- A demonstrated record of effectiveness as a teacher
- A continuous and distinctive record of peer reviewed publication and/or peer-reviewed creative activity, and appropriate external funding, as determined by the departmental guidelines, in the candidate's field of specialization
- Demonstrated commitment to service, with a level of engagement appropriate to the discipline, the academic unit and, where possible, the Department, College, and/or University
- Projected growth as a teacher, scholar, and university citizen that could lead to promotion to the rank of Professor.

c. The rationale for early promotion must provide compelling justification using the criteria presented in X.E.2.b. above.

d. For promotion of an associate professor to professor, or the conferral of permanent tenure on a professor, the CRC shall consider the following criteria (not listed in any rank order):

- A record of academic achievement that has led to national or international recognition as a scholar, creative performer or teacher
- A cumulative record of teaching effectiveness since promotion to associate professor

- Substantial peer-reviewed publications and/or peer-reviewed creative activity; grantsmanship where appropriate; a demonstrated growth in scholarship since promotion to associate professor
- A significant service record within the individual's academic profession and also within the university community at large.
- It is recognized that tenured faculty sometimes replace their normal duties with professional or university service such as acting as a funding agency program officer or assuming administrative roles in the University. In such cases, faculty must still meet department requirements for promotion to Full Professor, but assessment of scholarly and teaching achievement should take into account this departure from named duties.

### **X.G. Procedures of the College Review Committee in Cases in which the Department Chair Recommends Reappointment, Promotion, or Conferral of Permanent Tenure (Steps given below are in chronological order.)**

1. The Department Chair shall, after consulting with the assembled Department Review Committee (DRC), submit his or her determination and rationale, together with the recommendation(s) and rationale(s) of the DRC to the Dean, who shall deliver such documents to the College Review Committee (CRC). A copy of the Chair's determination shall be given to the candidate when it is submitted to the Dean.

2. In deliberating on any individual case, the CRC may meet with the faculty member and/or the Department Chair if the CRC deems such meeting(s) necessary. If the Department Chair's recommendation is not in agreement with the advice of the DRC, the chair of the DRC shall also be present if the Department Chair is invited to meet with the CRC. The CRC may also request the Department Chair, the chair of the DRC, and/or the faculty member to submit additional documentation or to clarify further the departmental criteria used in evaluation. When a Department Chair is being considered for promotion or conferral of permanent tenure, the chair of the DRC shall serve as the resource person. The Dean will be present when the CRC meets with faculty members being reviewed, Chairs, and/or chairs of DRC's, unless she or he expressly waives the right to be there. Any arguments presented in such meetings will be documented in writing and added to the faculty member's review file. The Dean may be invited to be present at other times when the CRC is discussing departmental recommendations.

3. The CRC and the Dean shall formulate separately a tentative judgment on each case.

4. In the event that the tentative advice of either the CRC or the tentative recommendation of the Dean differs from the recommendation of the Department Chair, the Dean shall inform the Chair of the disagreement and the reasons for the contrary opinion. The Department Chair may respond to the Dean and the CRC in writing, or may meet with the Dean alone or with the Dean together with the CRC. The Department Chair may bring to this meeting the chair of the DRC or a designated DRC member as a resource person.

5. The Dean and the CRC shall meet to discuss all cases on which the Dean and the CRC still disagree.
6. The CRC shall submit its recommendation and rationale to the Dean. The report should indicate the vote of the committee on the recommendation and be signed by all members to indicate that they have reviewed the report. Significant minority opinions should be identified but need not be attributed to individual members of the committee. A separate minority report may be written and submitted as an attachment to the report of the committee. If the Dean's determination is positive on each action under review for a faculty member, he or she shall, after consulting with the assembled CRC, submit his or her determination and rationale, together with the recommendation and rationale of the CRC and the DRC and the determination and rationale of the Department Chair, to the Provost.
7. If, after consulting with the assembled CRC, the Dean determines not to reappoint, promote, or confer permanent tenure for a faculty member under review, he or she shall meet with the faculty member to provide the faculty member with a copy of that determination and its rationale, and to explain the faculty member's right of rebuttal. Within ten working days after this meeting, the faculty member may submit to the Provost and the Dean his or her written rebuttal to the Dean's determination. Upon receipt of the faculty member's rebuttal, or ten working days after the Dean meets with the faculty member if the faculty member does not submit a rebuttal, the Dean shall submit his or her determination and rationale, together with the recommendations and rationales of the CRC and the DRC, the determination and rationale of the Department Chair, and the faculty member's rebuttal, if any, to the Provost.

**X.H. Procedures of the College Review Committee in Cases in which the Department Chair Does Not Recommend Reappointment, Promotion, or Conferral of Permanent Tenure, When Review Is Mandated (In what follows, all of these situations are intended when the phrase used is “unfavorable RPT decision.”)**

1. Before making any unfavorable RPT recommendations, the Department Chair shall first consult with the assembled DRC. If, after such consultation, the Department Chair decides to make an unfavorable RPT recommendation, he or she shall notify the faculty member under consideration of that decision, meet with the faculty member, make available to the faculty member the DRC's and Chair's written rationales for their recommendations, and explain the faculty member's right of rebuttal. Within ten working days after receiving written notice from the Department Chair of the unfavorable RPT determination, the faculty member may submit to the Dean and to the Chair a written rebuttal to the Chair's determination. Upon receipt of the faculty member's rebuttal, or at the end of ten working days after the Chair meets with the faculty member if the faculty member does not submit a rebuttal, the Chair shall submit his or her determination, to which may be added a rebuttal to any issues raised in the faculty member's

rebuttal of the Chair's rationale for the unfavorable RPT determination, the written advice of the DRC, and the faculty member's file.

2. In deliberating on any individual case, the CRC may meet with the faculty member and/or the Department Chair if the CRC deems this necessary. If the Department Chair's recommendation is not in agreement with the advice of the DRC, the chair of the DRC shall also be present if the Department Chair is invited to meet with the CRC. The Dean will be present when the CRC meets with faculty members being reviewed, Chairs, and/or chairs of DRC's, unless she or he expressly waives her or his right to be there. Any arguments presented in such meetings will be documented in writing and added to the faculty member's review file.

3. The Dean will consult with the CRC on all cases that have received unfavorable RPT recommendations from the DRC and/or the Department Chair. If after consulting with the CRC, the Dean decides not to recommend reappointment, promotion or the conferral of permanent tenure, the Dean shall meet with the faculty member to provide the faculty member with a copy of that determination and its rationale, and to explain the faculty member's right of rebuttal.

4. Within ten working days after this meeting, the faculty member may submit to the Provost and the Dean his or her written rebuttal to the Dean's determination. Upon receipt of the faculty member's rebuttal, or at the end of ten days after the Dean meets with the faculty member if the faculty member does not submit a rebuttal, the Dean shall submit to the Provost a copy of her or his original determination and rationale, to which may be added a rebuttal to any issues raised in the faculty member's rebuttal of the Dean's rationale for the unfavorable RPT determination; the advice of the CRC; the recommendation of the Department Chair; the advice of the DRC; and the rebuttal of the faculty member (if there is one).

5. If the faculty member charges that proper procedures were not followed or that the decision was based on impermissible grounds, he or she may seek review of the decision in accordance with the procedures set forth in Section 7 of the TPRP-04.

## **X.I. College of Arts and Sciences Guidelines for Tenured Faculty Performance Review**

1. Tenured faculty who have not received a comprehensive review (tenure or promotion) in the previous five years will be reviewed under the University Policy and Procedures for Tenured Faculty Performance Review (approved by the UNC Charlotte Board of Trustees on May 29, 1998, and approved by the Board of Governors of the University of North Carolina System on September 11, 1998; <http://www.provost.uncc.edu/FacSupport/TenureFacPerfRev.htm>). As noted in the University Policy and Procedures for Tenured Faculty Performance Review, the Department Chair, in cooperation with the faculty member, shall construct a Tenured Faculty Performance Review file containing only: a) copies of the faculty member's last five annual review letters from the Department Chair; b) a current curriculum vitae; and c) an optional statement describing his or her professional accomplishments in teaching, research and

service.

2. Reports from the Department Review Committee (DRC) and the recommendation from the Department Chair should address the faculty member's performance in each of the three areas of faculty performance as they relate to the stated goals of the Department, College and University and should indicate any needed improvement in any of these areas even if overall performance is deemed to be "satisfactory."

3. The College Review Committee (CRC) is the forum for appeal for Tenured Faculty Performance Reviews at the request of the Dean or the faculty member being evaluated. In reviewing these appeals, the CRC shall consider the criteria established by university, college, and departmental policies for identifying seriously deficient faculty performance.

a. The Dean may request a review by the CRC if she or he believes that the Department's recommendation either to mandate or not to mandate a development plan is inconsistent with university, college or departmental criteria for finding the faculty member's performance "seriously deficient."

b. The faculty member may request a review by the CRC if he/she believes that the Department's recommendation and/or the decision of the Dean to mandate a development plan is inconsistent with the university, college or departmental criteria for finding the faculty member's performance "seriously deficient," or if he/she believes there were substantial and serious violations of the current procedures.

4. In its deliberations, the CRC will limit its review to: a) the documents made available to and (if applicable) requested by the DRC or Department Chair during the review process; b) the Department Review Committee's report to the Department Chair; and c) the Chair's report to the Dean.

5. The CRC may consult with or interview the faculty member under review, the Department Chair, and members of the DRC if the CRC deems necessary. The Dean will be present during these meetings unless she or he expressly waives the right to be there.

6. The CRC will submit an advisory report of its recommendations regarding the appeal to the Dean and the Provost.