

PROVOST'S PERIODIC REVIEW OF DEPARTMENTAL PROMOTION AND TENURE GUIDELINES

I. Introduction

After prolonged discussions between the University Senate leadership and the Provost's Office, it was mutually agreed that a plan should be developed for the periodic review of each unit's promotion and tenure guidelines. The purpose of such reviews is to provide an opportunity from time to time for academic units to clarify their expectations for promotion and tenure, and for the faculty in each unit to review their standards to be sure they remain appropriate for their unit and the institution as a whole.

This plan creates a mechanism for the periodic review of each unit's promotion and tenure guidelines and describes the role of a new university committee charged to provide feedback to the units. Each unit will review its P&T guidelines approximately once every five years in order to assess their guidelines for clarity and completeness in specifying requirements for tenure and promotion.

This review process is not intended to have a university committee evaluate the criteria used by department for promotion and tenure, since it is the faculty in each academic unit that has the relevant expertise to determine the most appropriate standards for their discipline within the institutional context of their unit within Auburn University. Instead, these reviews are intended to ensure that each unit's P&T guidelines are transparent to faculty members and that the unit's expectations for tenure and promotion are articulated as clearly and unambiguously as reasonable possible.

II. Reporting Schedule

Each unit's P&T guidelines are to be reviewed approximately every five years.

Units are expected to use the year prior to their submission date to prepare their revised P&T guidelines for submission to the P&T Guidelines Oversight Committee (P&TGOC) (see below). Units should review the standards of their disciplines and make collaborative decisions as to the expectations of faculty performance in their own fields.

Units' P&T Guidelines are due to the P&TGOC on October 1 of the unit's scheduled submission year. Units whose reporting year coincides with their Academic Program Reviews or professional accreditation may request a one-year deferment in submitting their guidelines.

The P&TGOC will review the documents and render one of the following judgments by March 1:

- Guidelines are clearly articulated and unambiguous.
- Guidelines require more clear articulation. (Recommendations must be specified by the Committee).
- Guidelines are not acceptable in terms of clarity of articulation. (Recommendations must be specified and assistance to the unit should be provided)

By April 1, the unit will notify the P&TGOC that it accepts the committee's response or notifies the P&TGOC that it will appeal to the Provost's Office. Appeals must be made to the Provost's Office by May 1 and should state the exact grounds for the appeal (see below).

Documents returned for revision by the Committee or the Provost are due to the P&TGOC by September 1.

Timeline

October 1: Guidelines due to the P&TGOC
 March 1: P&TGOC reports to Units
 April 1: Units notify P&TGOC that the report is accepted or rejected.
 If rejected, units may file an appeal to the Provost's Office.
 May 1: Appeals due to the Provost's Office
 June 1: Units are notified of the outcome of appeals
 September 1: Resubmission of revised guidelines

There are 42 academic units that have P&T guidelines. The reporting schedule is as follows:

Year 1

8 Units will submit their P&T Guidelines for review

Year 2

8 Units will submit their P&T Guidelines for review

Year 3

8 Units will submit their P&T Guidelines for review

Year 4

9 Units will submit their P&T Guidelines for review

Year 5

9 Units will submit their P&T Guidelines for review

Year 6

P&TGOC clear all remaining actions and issue suggestions for next round of reviews. The committee will evaluate the process for the next round of unit reviews.

III. Standard Template

Departments are expected to organize their P&T guidelines documents into a standard and comprehensive format. Units should address all areas in the template – no area should be ignored. Areas that are not relevant or valued for promotion and tenure in a particular unit should receive a Not Applicable notation.

A. PROCEDURES FOR PROMOTION

1. Guidelines and resources for compiling promotion dossiers

- a. Provide guidelines on formatting dossiers. Describe how dossiers are completed and the format to be used.
- b. List the materials that should be provided by the candidate for promotion and tenure.
- c. List the materials that will be provided by the department head/chair

2. Promotion and tenure process

- a. Outline the steps in the tenure and promotion process. Include how dossiers are reviewed and by whom and who votes.
- b. Describe process for acquiring external reviews.
- c. Describe guidelines for chair recommendation letters and external reviews.
- d. Provide procedures for each promotion milestone
 - Annual Tenure Review (for units that conduct one)
 - Third-year review
 - Promotion and tenure to associate professor
 - Promotion to professor

B. REVIEW GUIDELINES

Report the unit's review criteria in the following areas of performance. State how each is reviewed and its value toward tenure and promotion.

1. Teaching

a. Provide the unit's mission statement for teaching.

b. How will information be collected to assess teaching effectiveness?
Describe the department's peer review process.

Describe the role of student evaluations in assessing teaching effectiveness.

Describe other strategies used by the unit to assess teaching.

c. Indicators of Teaching Excellence and Effectiveness

Describe guidelines for each area below. Include how each will be assessed and valued in promotion and tenure reviews.

Course load

Undergraduate teaching

Graduate teaching and thesis and dissertation committees

New course development

Curriculum development

Grants received related to teaching

Awards and recognition for scholarly contributions

Publications pertaining to teaching (textbooks, manuals, articles on pedagogy)

Team-teaching

Interdisciplinary/Multidisciplinary teaching

Describe other areas in which teaching is assessed

d. Describe expectations of teaching for each promotion milestone.

Expectations for Third-Year Review

Expectations for promotion to associate professor with tenure

Expectations for promotion to professor

2. Research and Creative Scholarship

a. Department research philosophy statement. State the role of research and creative scholarship in your field and its importance in your department.

b. Indicators of Research and Creative Excellence and Effectiveness. Describe guidelines for each area below. Include how each will be assessed and valued in promotion and tenure reviews.

Original books and monographs (include guidelines on publisher)

Edited books (include guidelines on publisher)

Textbooks

Scholarly articles (include assessment of journal quality)

Book chapters

Performances

Exhibitions

Patents, inventions, and copyrights

Grants and contracts

Awards and recognition for scholarly contributions

Conference presentations

Non-refereed publications

Interdisciplinary/Multidisciplinary research

Authorship (specify rules of authorship; for example, show

expectations for solo and joint authorship)

Electronic publications

c. Describe guidelines for assessing research and creative scholarship. What are the criteria used to assess the quality of research and creative scholarship?

Describe guidelines for external reviews of research and creative scholarship. How are these reviews assessed and used in the Promotion and Tenure process?

d. Describe expectations of research and creative work
Expectations for Third-Year Review

Expectations for promotion to associate professor with tenure

Expectations for promotion to professor

3. Service

a. Mission statement pertaining to service.

b. Indicators of service excellence and effectiveness. Describe guidelines for each area below. Include how each will be assessed and valued in promotion and tenure reviews.

(1) University service.

Membership on department, college, and university committees

Chairing department, college, and university committees

Advisor to student organizations

Participation on faculty and staff recruitment committees

Service to the University Senate

Other forms of university service accepted towards promotion and tenure

(2) Professional service

Officer of a national and regional professional organization

Service in the administration of professional meetings (for example, chairing or organizing sessions)

Service as an editor of a scholarly journal or other publication

Appointment to the editorial board of scholarly journals or panels

Non-paid consultancy to publisher or related professional organization

Manuscript reviewer for scholarly journals and funding agencies

Other forms of professional service accepted towards promotion and tenure

(3) Community service

Specify community service as it pertains to professional work. What types of community service are considered acceptable for tenure and promotion review?

c. Describe expectations of service

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Expectations for promotion to professor

4. Outreach and Extension

a. Mission statement pertaining to Outreach and Extension.

b. Describe activities that are considered appropriate Outreach and Extension for consideration for Promotion and Tenure review.

c. Describe expectations of outreach and extension

Expectations for Third-Year Review

Expectations for promotion to associate professor with tenure

Expectations for promotion to professor

5. Collegiality

Specify any unit-specific expectations of collegiality beyond what is found in the *Faculty Handbook* (see the *Faculty Handbook* for guidance).

IV. Promotion and Tenure Guidelines Oversight Committee (P&TGOC)

The P&TGOC is charged with reviewing Promotion and Tenure Guidelines and issuing decisions about the documents' acceptability. In cases where guidelines are not in alignment with University goals, the Committee will suggest recommendations for remediation.

The Oversight Committee will be a standing University Committee and will have nine members. Membership will be composed of the following:

- Two Senate representatives (selected by the Senate Rules Committee)
- Two at-large faculty representatives from the professorial ranks
- Two department chairs/heads representatives (selected by the Provost) from departments that have P&T guidelines
- One faculty representative from units that have School or College P&T Documents, rather than department-specific guidelines
- The Associate Provost for Research will serve as chair of the P&TGOC.

V. Authority and Appeal

A. The committee will have the authority to decide if a unit's P&T guidelines meet the expectations set forth herein. The committee's criteria for assessment will be based on a P&T document's comprehensiveness, clarity, organization, and consistency with the *Faculty Handbook*. As noted in the introduction, the committee may not question or challenge a unit's criteria for tenure or promotion.

B. Units have the right to appeal the decision of the P&T Oversight Committee to the Provost of the University who shall make the final determination of the appeal.