

## **Peru State College Rank Promotion and Tenure Procedures**

The rank promotion and tenure process involves peer and administrative review. The ultimate decision is made by the President. Information regarding promotion and tenure criteria can be found in the appropriate section of the current SCEA Agreement. Per the agreement, it is important to note that educational criteria are minimums only. Faculty members must provide evidence of achievement in terms of performance criteria. The following describes the process including key dates.

### Procedural Responsibilities

Faculty members standing for promotion or tenure may not serve on the Rank Promotion and Tenure Committee or serve as peer reviewers during their years of candidacy.

#### A. Faculty Member

Interested faculty members should initiate discussions with their deans regarding promotion and tenure during annual evaluation meetings. In addition, a third year, non-binding progress review can be conducted at the faculty member's request. Approximately a year before submitting a tenure and/or promotion portfolio, the faculty member should visit with the Chair of the Rank Promotion and Tenure Committee for advice on supporting materials development and presentation. The faculty member initiates the application when he/she believes the minimum standards for educational and service criteria listed in the current SCEA bargained agreement have been met. The faculty member informs his/her Dean and Vice President for Academic Affairs in writing of intent to apply for tenure and/or promotion and submits supporting materials to the Vice President for Academic Affairs by the deadlines indicated in the promotion and tenure schedule for the academic year in which they intend to stand for consideration. The Vice President for Academic Affairs will then forward all supporting materials to the Chair of the Rank Promotion and Tenure Committee (RPTC). The candidate will provide the names of three members of the candidate's school who are full-time tenure-track faculty members who have at least one year of service at PSC who can assist the RPTC in its review of the candidate's supporting materials. Names for this list should come from the most directly-related disciplines when possible, but if numbers are not sufficient, then individuals should be from other disciplines in the school.

#### B. Rank Promotion and Tenure Committee

Schools will elect Rank Promotion and Tenure Committee (RPTC) members at the beginning of each academic year. The Faculty Senate Chair will convene the RPTC and its members will elect their Chair. Each member of the RPTC must be a tenured faculty member holding, at a minimum, the rank of Associate Professor. When fewer than the allotted number of faculty members from a given School qualify for membership, that School shall nominate individuals based on seniority in terms of years of service to the institution. The RPTC will receive candidate supporting materials, receive the recommendations of the peer reviewers, and, after reviewing the evidence for promotion and/or tenure, forward their recommendations and supporting rationales to the Vice President for Academic Affairs.

### C. Peer Reviewers

Faculty members selected by the candidate to assist the Rank Promotion and Tenure Committee (RPTC) in their work will review candidate supporting materials and submit their written recommendations and supporting rationale to the Chair of the committee.

#### Summary of Deadlines for Rank Tenure and Promotion Process

**One year before candidacy** - Visit with the Chair of the Rank Promotion and Tenure Committee for advice on supporting materials development and presentation.

**October 1** - Faculty candidate notifies appropriate Dean and VPAA of intention

**October 15** - VPAA and RPT Chair oversee training of RPT committee members

**November 1** - LMS system is available for upload

**November 30** - RPT Chair and Dean offer help session to faculty who are preparing RPT materials

**January 9** - Faculty submit supporting materials to VPAA and VPAA posts materials to LMS

**February 1** - Peer Reviewers submit recommendations to RPTC

**March 1** - RPTC Forwards recommendations to VPAA

**March 15** - VPAA and Dean forward recommendations to the President

**April 1** - Deadline for faculty notification of decisions

**April 15** - Written appeal submitted to President

#### Submitting Rank Promotion and Tenure Documents

##### **General Considerations**

Rank promotion and tenure (RPT) documents must be organized and submitted using the following guidelines. Some deviation from the format is expected as applicants adapt the format for particular disciplines (e.g., you may not use all categories and you might need to modify some sections in order to adequately present your material).

Rank promotion and/or tenure decisions are based on the language in the faculty contract. If you have questions regarding the inclusion or exclusion of documentation or information refer to the current faculty contract for guidance. Please be concise.

## **Submission Format**

Submit your Primary Materials and Supporting Documents (see below) in PDF format to the VPAA. All documents should be presented in chronological order by year from the most current to the oldest.

### **PRIMARY MATERIALS**

1. Cover Page
2. Application Correspondence for RPT
3. Curriculum Vitae (use template provided)
4. NSCS Annual Employment Contracts (reverse chronological order)
5. Faculty Evaluations/Professional Activity Reports/Professional Development Plans

(collate annually in reverse chronological order)

### **SUPPORTING DOCUMENTS**

#### A. Teaching

1. All course syllabi
2. All course evaluations (including all student comments)

#### B. Professional Development

1. Publications/Presentations
2. Grants
3. Other documents substantiating professional development

#### C. Service

1. Documents substantiating Public and Professional Service

Recommended by Faculty Senate – September 28, 2009

Approved by Administration - October 7, 2009

Revisions Recommended by Faculty Senate – April 25, 2013

Revisions Approved by Administration – April 29, 2013

Revised Deadlines Recommended by Faculty Senate — October 13, 2016