

Process Map for Promotion to Associate Professor with Tenure of a T&TT Professor

For detailed instructions on the RPT process refer to the RPT Policy and Procedural Guide issued by The Office of the Provost.

The College of Arts and Letters has a 7-year tenure clock for Professors, with their first contract expiring after 3 years and their second contract expiring after 4 years. Candidates are typically evaluated for reappointment at the rank of assistant professor during the final academic year of their initial contract and evaluated again for promotion to associate professor with tenure during the final academic year of their second contract.

1. Initiation of Promotion to Associate Professor with Tenure Process (March-May)

- The department will initiate this process in collaboration with the Dean's office based on the time for tenure-track evaluation. The Dean's office will send a preliminary list of upcoming T-TT cases to departments for completion. This form will be matched with the roster that the Dean's Administrator generates from Filemaker Pro and OnBase along with the Provost's Office supplied roster.
- The department chair meets with the candidates to discuss the process, deadlines, and external reviewers.

2. Self-Assessment by Professor (May-August)

- The professor provides a self-assessment of their accomplishments and contributions.

3. Review of Professor's Performance (May-October)

- The department admin and chair will gather information on the professor's teaching, research, and service contributions.

4. External Peer Review (October)

- The department chairperson will collect external letters of recommendation that were solicited earlier in the year to assess the professor's reputation in the field.

5. Departmental Evaluation and Recommendation (May-October)

- The departmental evaluation committee (CRPT) reviews the professor's performance, this includes teaching evaluations, research publications, and service. The committee conducts and records the individual votes of its members.

6. Chairperson Evaluation and Recommendation (October)

- The department chairperson writes a letter to the dean evaluating the professor's performance, including teaching evaluations, research publications, and service. The letter also includes a recommendation to approve or deny promotion to associate professor with tenure.

7. The department uploads the required documentation (DUE the first Friday in November)

- The department admin begins an Endowed Professorship for a current professor checklist in OnBase and uploads the required documentation. Once complete, the complete active item box should be checked to move the packet forward for review in the dean's office.
- The department combines the checklist items documents into one PDF. This is also known as the promotion to associate professor with tenure packet. From here you will upload the packet in Filemaker Pro under the T&R Promo/Tenure tab under promotion/tenure..

8. Dean's Office Review Process (November-December)

- The dean's administrator reviews the documentation in the OnBase checklist for accuracy and sends it back to the department for corrections if necessary.
- Once all packets are correct the cases are then shared with the relevant divisional associate dean for review.
- The Dean of the College reviews all of the cases and writes letters to the Provost making a recommendation to deny or approve promotion.
- The dean's administrator uploads the dean to provost letter in OnBase and has the Dean of the College sign Form PT approving or disapproving the recommendation. The checklist is then sent forward to the Provost's Office for review.
- The dean's administrator combines all of the files into one PDF and uploads the final packet in FileMaker Pro.

9. Dean's Office Candidacy Status (December)

- The dean's office (dean's administrator creates) provides a letter to the faculty member regarding their candidacy status. This letter will state if their case is moving forward for PAC's review or if it is stopping at the college level. The dean's administrator will add this letter to Filemaker Pro and OnBase.
- If the case stops at the college level, the dean's administrator will send the faculty member a terminal year contract letter for signature.

10. University-Level Review (January-April)

- If the case moves forward the university-level committee (PAC) will review the recommendation and documentation.

11. Final Decision (May)

- The university administration makes a final decision on promotion to associate professor with tenure.

12. Notification (May)

- The professor is notified in May of the promotion decision.

13. Contract (May)

- If the promotion is approved, the Provost's office will issue a new contract outlining the terms and conditions.
- If the promotion is not approved, the professor will receive a one-year terminal contract from the Provost's office.