


**Provost & Vice President  
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TO: Academic Deans, Department Chairs, and Faculty 

FROM: Thomas DiLorenzo, Provost and Vice President for Academic Affairs

DATE: March 9, 2018

RE: 2018 – 2019 Annual Timeline for Promotion & Tenure Review, Probationary/Tenure-Track Faculty Evaluations, and Faculty Renewal/Non-Renewal Recommendations

Below please find the timelines that will apply to the promotion, tenure, and evaluation (PTE) process for all eligible faculty for the 2018 – 2019 academic year. UND promotion, tenure, and evaluation information, including a listing of the required materials and relevant forms, is available [here](#) at the Provost and Vice President for Academic Affairs webpage.

### **Background**

The University of North Dakota's (UND) success depends on academic excellence and the exceptional work and outstanding achievements of its distinguished faculty. Promotion and tenure are among the most significant professional benchmarks during a faculty member's career in teaching, research or creative scholarship, and service. Tenure is awarded for academic achievement, confidence in future performance, contributions to the university and its communities, and in recognition of the value of academic freedom. Promotion recognizes evidence of intellectual distinction, professional recognition, and academic integrity. Together, promotion and tenure—along with the annual process of evaluation for all faculty that aligns performance objectives and outcomes—encompass the scope of faculty roles and responsibilities, and impact the vitality and viability of UND's academic mission. Promotion, Tenure, and Evaluation (PTE) processes must be conducted rigorously, fairly, and in accordance with appropriate benchmarks and metrics that align with discipline-specific standards and national norms.

At UND, all recommendations and advice on faculty promotion, tenure, and evaluation are to be informed by and in accordance with State Board of Higher Education policy (see esp. [Sec. 604.3](#), [605.1](#), [605.2](#), [605.3](#) and [605.4](#)), North Dakota University System policy (see esp. [Sec. 605.1](#)), the *UND Faculty Handbook* (see esp. [Sec. 1-4](#), [1-5](#), and [1-8](#)), UND's "[Essential Elements of Departmental Guidelines for Evaluation, Promotion, and Tenure](#)", and UND College, School, and Departmental policies and procedures (see specific guidelines at the unit levels). Discipline-specific norms and standards, as well as national best practices, also should inform university PTE policies, practices, and procedures.

In 2013, the Provost and Vice President for Academic Affairs' Academic Cabinet adopted the following "Guiding Principles for Promotion and Tenure":

The application of departmental and college promotion and tenure standards should serve the University's mission and facilitate the institutional fulfillment of the University's obligation in teaching, scholarly and creative accomplishments, and professional service and contribution to society. Promotion and tenure standards should be applied in a manner that ensures the quality of our academic programs while fostering the success of our faculty. Both the process and the substance of promotion and tenure decisions should reflect the University's commitment to accurate, appropriate, and fair assessment of faculty productivity, integrity of process and public accountability, and encouraging collaborative, interdisciplinary, and innovative approaches in teaching, scholarly and creative accomplishment, and professional service and contribution to society. [UND Guiding Principles for Promotion and Tenure](#) (UND Academic Cabinet, 2013).

UND promotion, tenure, and evaluation information, including a listing of the required materials and relevant forms, is available [here](#) at the Provost and Vice President for Academic Affairs webpage.

### **Timeline for the Promotion and Tenure Process**

The following timeline will apply to the promotion and tenure process for all eligible faculty for the 2018-2019 academic year. All University-level dates are to remain reasonably fixed with minimal change from year-to-year. If a date falls on a weekend, federal or state holiday, or other day that the University is officially closed, the deadline is automatically extended to the next business day. College or School Dean's offices should share these dates and deadlines, along with any applicable internal deadlines, with Department Chairs and all faculty, and they will be posted on the VPAA webpage. Any College- or School-specific deadlines that differ from the University timeline will be communicated directly by the College or School.

<b>UNIT Deadline</b>	<b>Description of Action</b>
DEPARTMENT April 1 (Or applicable internal deadline)	Notice of Intent to become a candidate for promotion and/or tenure should be filed with Department Chair by end of business day. Names of suggested external reviewers should be submitted if external review is required. Extension requests for tenure review outside the expected probationary period must be submitted by this date.
DEPARTMENT April 15 (Or applicable internal deadline)	Applicants submit tenure and/or promotion materials to be sent to external reviewers (if required by department or college/school).
DEPARTMENT September 5	Applicants submit tenure and/or promotion files electronically prior to this date. Chair makes applicant files available to Department Committee on this date.

DEPARTMENT September 30	Department Committee written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Department Chair.
DEPARTMENT October 14	Department Chair's recommendations are made on tenure and/or promotion and Applicants are informed in writing of Chair's recommendation, including the basis for any recommendation.
DEPARTMENT Three complete business days immediately following the previous date in this timeline	Files available to Applicants to review and respond (if desired) to any material in file.
DEPARTMENT Business day immediately following the three-day period available for applicant review	Written recommendations and supporting statements from Department Chair due to Dean.

COLLEGE October 25	Dean's Office makes files and accompanying materials available to College Committee.
COLLEGE November 10	Advice from the College Committee, along with written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Dean.

DEAN December 5	Dean's recommendations are made (on both tenure and promotion) and Applicants are informed in writing of Dean's recommendation, including the basis for any recommendation.
DEAN Three complete business days immediately following the previous date in this timeline	Files available for Applicants to review and respond (if desired) to any material added to file subsequent to prior response opportunity.
DEAN Business day immediately following the previous date in this timeline	Written recommendations and supporting statements from Deans, along with Applicant files, due in electronic form to Provost and Vice President for Academic Affairs (for both tenure and promotion).

UNIVERSITY PROMOTION & TENURE COMMITTEE & ACADEMIC DEANS December 13	Provost's Office makes promotion and tenure files available for review.
UNIVERSITY PROMOTION & TENURE COMMITTEE January 24	Advice, along with written record of votes for and against promotion and/or tenure, due to Provost.
COMMITTEE OF ACADEMIC DEANS February 1	Advice, along with written record of votes for and against promotion and/or tenure, due to Provost.
PROVOST On or about February 15	Provost's recommendations are made for both promotion and tenure, and Applicants are informed in writing of Provost's recommendations.
PROVOST Three complete business days immediately following the previous date in this timeline	Files available for Applicants to review and respond (if desired) to any material in file.
PROVOST Business day immediately following the previous date in this timeline	Written recommendations from Provost for both promotion and tenure due to President.
PRESIDENT On or about March 1 (based on NDUS and SBHE deadlines)	President's decisions on promotion and recommendations on tenure are made and applicants are informed in writing of President's decisions and recommendations.
PRESIDENT TBD annually in spring	President's recommendations on tenure are forwarded to NDUS and SBHE.
SBHE TBD annually in spring	SBHE decisions on tenure announced.

## Notes and Additional Guidance

All University-level dates are to remain reasonably fixed with minimal change from year-to-year. If a date falls on a weekend, federal or state holiday, or other day that the University is officially closed, the deadline is automatically extended to the next business day.

All required faculty dossier materials forwarded to the Provost and Vice President for Academic Affairs must be in electronic form. It therefore is recommended that Departments, Colleges, and Schools move required materials to electronic form for review at all levels.

The terms “Recommendation” and “advice” track the UND *Faculty Handbook*, which specifies that Chairs, Deans, and Provost make written “recommendations” on promotion applications. Committees, therefore, advise those entities. The faculty member’s right to review and respond occurs at each instance of formal recommendation.

Per SBHE policy, for tenure-eligible faculty hired at mid-year, the half-year of service shall count as full-year toward tenure.

Time spent on leave of absence or developmental leave may be counted as academic service. Faculty members should obtain the approval of the Chair, Dean, and Provost if they choose to extend their probationary period due to a leave of absence or developmental leave. See UND *Faculty Handbook*, [Sec. 1-8](#).

A request for an extension of the probationary period for tenure-eligible faculty may be submitted at any time, but *no later* than the end of the academic year *prior* to the year in which the review for tenure is scheduled to occur.

**Timeline for AY Probationary/Tenure-Track Faculty Evaluations,  
Faculty Renewal/Non-Renewal Recommendations, and Annual Evaluations for Tenured Faculty**

State Board of Higher Education policy [Sec. 604.3](#) requires annual evaluation of all employees, including all faculty at any status or rank. The following timeline should be followed for all faculty not part of the promotion or tenure process described above.

<b>UNIT Deadline</b>	<b>Description of Action</b>
DEAN September 15	Dean’s Office confirms list available in PeopleSoft of tenured/ probationary tenure-track faculty. Dean’s Office notifies VPAA Office that list has been confirmed.
DEAN November 30	Dean’s recommendations on renewal/non-renewal of second-year, probationary tenure-track faculty due. Dean’s Office sends <u>list</u> of recommendations to VPAA Office. (Note: list of recommendations means indication of completion and renewal/non-renewal; it does not require Dean’s Office to send any accompanying evaluation materials.)
DEAN January 15	Dean’s recommendations on first-year, probationary tenure-track faculty due. Dean’s Office sends <u>list</u> of recommendations to VPAA Office. (Note: list of recommendations means indication of completion and renewal/non-renewal; it does not require Dean’s Office to send any accompanying evaluation materials.)
DEAN March 15	Dean’s recommendations on third- through fifth-year, probationary tenure-track faculty due. Dean’s Office sends <u>list</u> of recommendations to VPAA Office. (Note: list of recommendations means indication of completion and renewal/non-renewal; it does not require Dean’s Office to send any accompanying evaluation materials.)
DEAN March 31	Dean’s annual evaluations of all tenured faculty due. Dean’s Office sends <u>list</u> of recommendations to VPAA Office. (Note: list of recommendations means indication of completion and renewal/non-renewal; it does not require Dean’s Office to send any accompanying evaluation materials.)

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Per SBHE policy, for tenure-eligible faculty hired at mid-year, the half-year of service shall count as full-year toward tenure.

Time spent on leave of absence or developmental leave may be counted as academic service. Faculty members should obtain the approval of the Chair, Dean, and Provost if they choose to extend their

probationary period due to a leave of absence or developmental leave. See *Faculty Handbook*, [Sec. 1-8](#).

A request for an extension of the probationary period for tenure-eligible faculty may be submitted at any time, but *no later* than the end of the academic year *prior* to the year in which the review for tenure is scheduled to occur.

A more extensive evaluation will be conducted on a triennial basis for tenured faculty members in accordance with the schedule posted in the probationary / tenure-track list of faculty.