

# Promotion Tenure and Reappointment



John C. Volin, Vice Provost for Academic Affairs

Senate PTR Forum April 5, 2019

**UConn**

# PTR Work Group & MOA

- Work Group
  - AAUP
  - The University Senate
  - The Provost's Office
  - The Office of Faculty and Staff Labor Relations
- MOA Reached September 2018

# PTR Updates/Changes

- Changes to the Following:
  - Dates & Deadlines
  - PTR Procedures
  - PTR Form
- Creation of a Preamble

# What Form to Use for the 2019/20 Cycle?

## Faculty

For faculty hired into the tenure-track or position covered by Article 13 of the AAUP Contract **on or before August 22, 2018**

For faculty hired **on or after August 23, 2018** applying for tenure and/or promotion

All faculty applying for promotion to **Professor**

## Form to Use

When applying for tenure and/or promotion to any position other than professor use **either the OLD or NEW PTR Form.**

**NEW PTR Form**

**NEW PTR Form**

# PTR Deadline and Procedure Changes



# Dates and Deadlines

## Old Deadline

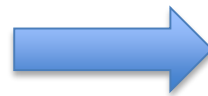
- The Departmental PTR Committee report due ~**September 15**



## New Deadline

Changed to  
~**October 1**

- The Department Head shall transmit to the Dean of the school/college his/her recommendations for PTR ~ **October 6**



Changed to  
~**October 17**

# Reappointment-Third Year Review

## Old Form

- Third year review happens in the third year (meaning two years at the University before submission to the Provost's Office)

## New Form

- Third year review happens **after the third year** (meaning **full three** years at the University before submission to the Provost's Office)

# Third Year Review Example – OLD Form

<u>Year</u>	<u>AY</u>	<u>Comments</u>
1	2017-2018	First year reappointment form in fall 2017
2	2018-2019	Dossier review ends at School/College
3	2019-2020	Third year reappointment dossier submitted in fall 2019 and ends at Provost's Office
4	2020-2021	Dossier review ends at School/College
5	2021-2022	Dossier review ends at School/College
6	2022-2023	PTR dossier submitted in fall 2022 (decision year) and ends at Provost's Office
7	2023-2024	Promotion and Tenure or terminal appointment effective in fall 2023



# Third Year Review Example – NEW Form

<u>Year</u>	<u>AY</u>	<u>Comments</u>
1	2017-2018	First year reappointment form in fall 2017
2	2018-2019	Dossier review ends at School/College
3	2019-2020	Dossier review ends at School/College
<b>4</b>	<b>2020-2021</b>	<b>Third year reappointment dossier submitted in fall 2020 and ends at Provost's Office</b>
5	2021-2022	Dossier review ends at School/College
6	2022-2023	PTR dossier submitted in fall 2022 (decision year) and ends at Provost's Office
7	2023-2024	Promotion and Tenure or terminal appointment effective in fall 2023

# New PTR Procedure Additions

- **The Provost will identify the names of the individuals that will be participating in the Provost level PTR process.**
- **Any member (of the Departmental PTR Advisory Committee or the Dean's Advisory Council) with a conflict of interest should recuse himself/herself prior to the vote. Any deviations for this should be explained in writing within the Committee's report.**

# New PTR Procedure Additions

- **The candidate may ask either the Department Head or Departmental PTR Advisory Committee chair to appear with the candidate before the Dean's Advisory Council.**
- If, after review, the Dean is inclined toward a negative finding, he or she shall **explicitly notify the candidate and then** provide an opportunity for the faculty member to appear in person to discuss any substantive negative findings within a reasonable timeframe.

# PTR Form Changes



# Table of Contents

## Old Form

- Section One: Professional Experience and Education
- Section Two: Teaching, Scholarship and Service
- Section Three: Evaluation
- Section Four: Appendices

## New Form

- Section One: Professional Experience and Education
- Section Two: Teaching and **Curriculum Development**
- **Section Three: Research, Scholarship, and Creative Work**
- **Section Four: Academic and Professional Service/Engagement**
- **Section Five: Joint Appointments**
- **Section Six: Statement by the Candidate**
- Section Seven: Evaluations
- Section Eight: Appendices

# Additions to PTR Form Instructions

- This PTR form is to be used for promotion, tenure, and reappointment of tenure track faculty in all schools/colleges, **except faculty in the School of Medicine and the School of Dental Medicine.**
- **Department Heads are expected to meet with each first year candidate to discuss appropriate goals, responsibilities, and expectations for the first year.**

# Teaching and Curriculum Development Section (Updated Section)

- A. Narrative on Undergraduate and Graduate Teaching
- B. Courses Taught
- C. Evaluation of Teaching
- D. Undergraduate Advisees
- E. Other Undergraduate Advising/Mentoring Activities
- F. Graduate Student and Postdoctoral & Visiting  
Scholars Mentorship**

# Evaluation of Teaching

## Old Form

For each course taught, insert a copy of the Office of Institutional Research (OIR) student evaluation under “Section Four: Appendices, Item C” (labeled “Student Evaluations of Teaching”). If there are formal departmental student evaluations, insert these after the OIR evaluations in this Appendix. Also, if desired, provide any additional contextual information regarding the Student Evaluation of Teaching (SET) results of a specific course that you believe is relevant for properly interpreting those evaluations. (Note: Inclusion of contextual information is optional.) Do not append individual comment sheets from students.

## New Form

**Evaluation of Teaching** (copies of Student Evaluations of Teaching (SET) must be included in the Appendix - Section 8-C). Do not append individual comment sheets from students.

**Evidence of assessment of teaching beyond the SET, such as classroom observations by peers or colleagues, mid-semester surveys, or other evidence of good teaching must also be included in Section 8-C.**



# Section Three: Research, Scholarship, and Creative Work

- A. Narrative on Research, Scholarship and Creative Work
- B. Published Books, Books Chapters, & Edited Volumes
- C. Referred Publications & Submitted Articles
- D. Other Publications and Creative Products
- E. Presentations
- F. Grants and Contracts
- G. Other Scholarly and Creative Accomplishments**
- H. Societal and Policy Impacts**
- I. Other Professional Activities

# Section Three: Research, Scholarship, and Creative Work

Additions to the new form in this section:

## **G. Other Scholarly and Creative Accomplishments**

List all other scholarly and creative accomplishments such as invention disclosures, start-up companies, etc. that are not listed elsewhere.

## **H. Societal and Policy Impacts**

Present a brief list of the broader impacts of your scholarship, and elaborate on them in your personal statement; include testimony before legislative committees or other public bodies, expert witness roles, and press and media coverage, if appropriate.

# Section Four: Academic and Professional Service/Engagement

A. Narrative on Academic & Professional Service/Engagement

B. Professional Contributions

C. Institutional Contributions

**D. Public & Community Service**

# Section Five: Joint Appointments

## Old Form

- Joint appointments were under Section Two: Teaching Scholarship and Service

## New Form

- Made into Section Five
- **When a candidate holds a joint appointment an evaluation from the other supervisor is included in the Evaluation Section.**

# Section Seven: Evaluations

- Must be an **independent** evaluation by the Advisory Committee, supervisor for Joint Appointments, Department Head, Dean's Advisory Council, and Dean
- Department Heads Recommendation
  - Changed from a list of questions to be answered to an **Evaluation Letter**.

# External Letters of Reference for Promotion and/or Tenure

## Old Form

A minimum of **four** external letters of reference for faculty members being considered for promotion and/or tenure must be in the PTR File prior to final recommendation by the Departmental PTR Advisory Committee. All solicited reference letters that are received must be included in the PTR File.

## New Form

A minimum of **five** external letters of reference for faculty members being considered for promotion and/or tenure must be in the PTR File prior to final recommendation by the Departmental PTR Advisory Committee. All solicited reference letters that are received must be included in the PTR File. **If further letters are later obtained, then those letters must be sent to the Departmental PTR Advisory Committee for their review for possible modification of their initial recommendation.**

# Appendices

## Old Form

- All supporting Materials Submitted by Candidate
- Copy of Original Letter of Appointment
- Student Evaluations of Teaching (SETs)
- Other (including previous correspondence regarding PTR from Provost, Dean, or Department Head)

## New Form

- All Supporting Materials Submitted by Candidate
- Copy of Original Letter of Appointment
- Student Evaluations of Teaching (SETs) **and other evidence of Teaching Effectiveness**
- **Curriculum Vitae (optional)**
- Other (including previous correspondence regarding PTR from Provost, Dean, or Department Head)

# Office of the Provost Website

[PTR Webpage](#)



# Contact Information

Office of the Provost  
(860) 486-4037  
provost@uconn.edu