Administrative Policy: Required Documentation for RIT’s tenure and promotion processes

This administrative policy provides guidance on the required documentation for RIT’s tenure and promotion processes to include tenure and promotion to associate professor, promotion to full professor, promotion to senior lecturer, promotion to principal lecturer, and mid-tenure comprehensive review.

A. General Organization

Dossiers for all candidates from each college:

- Should be delivered at the same time and clearly marked with the college name.
- Include a cover memo with the list of faculty for whom documentation is being submitted (see specific requirements for each process below).

Dossiers for each candidate should include the documentation listed below and organized as follows:

- Documentation for each section should be submitted in a three-ring binder in the order listed (sections one and two should be combined in one notebook when possible; student evaluations should always be in a separate notebook).
- Each section and each sub-section should be identified with a tab.
- Documentation should be double-sided whenever possible.
- Use of plastic sleeves is discouraged.

- The Dean’s Office should notify Sue Provenzano (stp1031@rit.edu) if no candidates will be submitted for a particular process.

- The Dean’s Office should also notify Sue if materials will not be submitted by the established deadlines.
B. **Specific documentation required for each process** (separate list for each process).

1. **Tenure and Promotion to Associate Professor** *(See Policy E5.0-Policy on Tenure)*

**SECTION ONE**

- Tab 1 - Candidate’s CV
- Tab 2 - Tenure Committee’s letter of assessment and recommendation for approval or non-approval of tenure
- Tab 3 - Dean’s letter of assessment and recommendation
- Tab 4 - Department head’s letter of assessment of progress toward tenure
  - Include a summary of student evaluations
- Tab 5 - External review letters (minimum of four (4))
- Tab 6 - College tenure policy
- Tab 7 - Copy of the original hire letter
- Tab 8 - Copy of any correspondence related to a change in tenure date (extension of the probationary period, reduction in credit toward tenure, etc.)
- Tab 9 - Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- Tab 10 - Candidate’s annual evaluations for the probationary period
- Tab 11 - Copies of the mid-tenure comprehensive review letters from the tenure committee, department head, dean, and external reviewers
- Tab 12 - Any other documentation/correspondence that speaks to tenure expectations and/or progress toward tenure over the probationary period
- Tab 13 - Tenure and Promotion form – please be sure the correct version of the form is used, it is completely filled out, and that it has all the necessary signatures
- Tab 14 - Tenure Documentation Chart - please be sure the correct version of the form is used, it is completely filled out, and that it has all the necessary signatures

**SECTION TWO**

- Tab 1 - Documentation related to teaching:
  - Tab - Teaching philosophy
  - Tab - List of courses taught
  - Tab - Peer reviews of teaching (if applicable)
- Tab 2 - Documentation related to scholarship/research/creative work:
  - Tab - Statement describing the focus of candidate’s scholarship/research/creative work; accomplishments to date, and expected future efforts
  - Tab - List of grants or other external funding received
  - Tab - List of publications, performances, and/or exhibits
- Tab 3 - Documentation related to service:
  - Tab - Statement describing service
  - Tab - List of contributions and activities related to significant professional service to the university; local, regional, national and international organizations; and professional organizations and associations.

**SEPARATE NOTEBOOK**

- Student evaluations during probationary period

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Revised 09_2013
2. **Promotion to Full Professor** (See Policy E6.0 – Policy on Faculty Rank and Promotion, section 2.d.)

**SECTION ONE**
- Tab 1 - Candidate's CV
- Tab 2 - Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members and summary of internal letters from candidate’s department
- Tab 3 - Dean's letter of recommendation for or against promotion
- Tab 4 - Department head's letter of recommendation for or against promotion
  - Include a summary of student evaluations
- Tab 5 - External review letters (minimum of four (4))
- Tab 6 - Letters of recommendation for or against from all tenured Professors in the candidate’s department
- Tab 7 - College promotion policy
- Tab 8 - Candidate’s annual evaluations since last promotion
- Tab 9 - Documentation/correspondence that speaks to the candidate’s conditions of employment (as appropriate)
- Tab 10 - Promotion form – please be sure the correct version of the form is used, it is completely filled out, and that it has all the necessary signatures.
- Tab 11 - Promotion Documentation Chart

**SECTION TWO**
- Tab 1 - Letters of support (if applicable)
- Tab 2 - Documentation related to teaching:
  - Tab - Teaching philosophy
  - Tab - List of courses taught since last promotion
  - Tab - Peer reviews of teaching since last promotion (if applicable)
- Tab 3 - Documentation related to scholarship/research/creative work:
  - Tab - Statement describing the focus of candidate’s scholarship/research/creative work; accomplishments to date, and expected future efforts
  - Tab - List of publications, performances, and/or exhibits since last promotion
  - Tab - List of grants or other external funding received since last promotion
- Tab 4 - Documentation related to service:
  - Tab - Statement describing service
  - Tab - List of contributions and activities related to significant professional service to the university; local, regional, national and international organization; and to professional organizations and associations since last promotion

**SEPARATE NOTEBOOK**
- Tab - Student evaluations since last promotion
1. **Promotion to Senior Lecturer** (See Policy E6.0 – Policy on Faculty Rank and Promotion, section 4)

**SECTION ONE**
- Tab 1 - Candidate’s CV
- Tab 2 - Promotion Committee’s letter of recommendation for or against promotion, including a tally of votes of the committee members
- Tab 3 - Dean's letter of recommendation for or against promotion
- Tab 4 - Department head's letter of recommendation for or against promotion
  - Include a summary of student evaluations
- Tab 5 - Letters of recommendation for or against promotion from tenured faculty members and non-tenure-track teaching faculty senior in rank within the candidate’s department
- Tab 6 - College promotion policy
- Tab 7 - Candidate’s administrative reviews for the most recent five-year period of full-time employment as a lecturer
- Tab 8 - Promotion form – please be sure the correct version of the form is used, it is completely filled out, and that it has all the necessary signatures.
- Tab 9 - Promotion Documentation Chart

**SECTION TWO**
- Tab 1 - Documentation related to teaching for the most recent five-year period of full-time employment as a lecturer to include:
  - Tab - Teaching philosophy
  - Tab - List of courses taught
  - Tab - Peer evaluations of teaching
  - Tab - Examples of pedagogical approach to teaching
- Tab 2 - Documentation related to service for the most recent five-year period of full-time employment as a lecturer where these have been included in the candidate’s POW to include:
  - Tab - Documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate’s plan of work.

**SEPARATE NOTEBOOK**
- Student evaluations for the most recent five-year period of full-time employment as a lecturer.
3. Promotion to Principal Lecturer (See Policy E6.0 – Policy on Faculty Rank and Promotion, section 4.d.)

SECTION ONE
- Tab 1 - Candidate's CV
- Tab 2 - Promotion Committee’s letter of recommendation for or against promotion, including a tally of votes of the committee members
- Tab 3 - Dean's letter of recommendation for or against promotion
- Tab 4 - Department head's letter of recommendation for or against promotion
  - Include a summary of student evaluations
- Tab 5 - Recommendation letters for or against promotion from tenured faculty members and principal lecturers within the candidate’s department
- Tab 6 - College promotion policy
- Tab 7 - Candidate’s administrative reviews for the most recent five-year period of full-time employment following promotion to senior lecturer
- Tab 8 - Promotion form – please be sure the correct version of the form is used, it is completely filled out, and that it has all the necessary signatures.
- Tab 9 - Promotion Documentation Chart

SECTION TWO
- Tab 1 - Documentation related to teaching for the most recent five-year period of full-time employment following promotion to senior lecturer to include:
  - Teaching philosophy
  - List of courses taught
  - Peer evaluations of teaching
  - Examples of pedagogical approach to teaching
- Tab 2 - Documentation related to service for the most recent five-year period of full-time employment following promotion to senior lecturer where these have been included in the candidate’s POW to include:
  - Documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate’s plan of work and as required for eligibility for promotion.

SEPARATE NOTEBOOK
- Student evaluations for the most recent five-year period of full-time employment following promotion to senior lecturer.
2. **Mid-Tenure Comprehensive Review** (See Policy E5.0-Policy on Tenure, section 3.b(2))

**SECTION ONE**
- Tab 1 - Candidate's CV
- Tab 2 - Tenure Committee’s analysis of the candidate’s strengths and weaknesses and a statement of whether current performance would normally lead to a recommendation of tenure under current guidelines
- Tab 3 - Dean's letter of review and assessment
- Tab 4 - Department head’s letter of review and assessment
  - Include a summary of student evaluations
- Tab 5 - External review letters (minimum of two (2))
- Tab 6 - College tenure policy
- Tab 7 - Copy of the original hire letter
- Tab 8 - Copy of any correspondence related to a change in tenure date (extension of the probationary period, reduction in credit toward tenure, etc.)
- Tab 9 - Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- Tab 10 - Candidate’s annual evaluations since date of hire
- Tab 11 - Any other documentation/correspondence that speaks to tenure expectations and/or progress toward tenure over the probationary period

**SECTION TWO**
- Tab 1 - Documentation related to teaching:
  - Tab - Teaching philosophy
  - Tab - List of courses taught
  - Tab - Peer reviews of teaching (if applicable)
- Tab 2 - Documentation related to scholarship/research/creative work:
  - Tab - Statement describing the focus of candidate’s scholarship/research/creative work; accomplishments to date, and expected future efforts
  - Tab - List of grants or other external funding received
  - Tab - List of publications, performances, and/or exhibits
- Tab 3 - Documentation related to service:
  - Statement describing service
  - List of contributions and activities related significant professional service to the university; local, regional, national and international organizations; and professional organizations and associations where these have been included in the candidate’s plan of work.

**SEPARATE NOTEBOOK**
- Student evaluations during probationary period.