

## **Guidelines: Required Documentation for RIT's tenure and promotion processes**

These guidelines outline the documentation related to 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 required by the provost and the president. **Documentation listed in Section One of each process is all that should be submitted to the Provost's Office. College tenure committees may require additional documentation – that documentation should be retained in the Dean's Office, easily available if requested.**

### **A. General Organization**

- ☐ One PDF for each candidate with documentation from section one in the order specified below. There are specific requirements for each process – please adhere to the order as listed.
- ☐ The PDF is to be uploaded to the file share identified by the Provost's Office (myshares).
- ☐ When documentation is ready for provost and president's review, please send an e-mail to Sue Provenzano ([stp1031@rit.edu](mailto:stp1031@rit.edu)) with a list of the names of the faculty being considered for each process.
- ☐ The Dean's Office should notify Sue ([stp1031@rit.edu](mailto:stp1031@rit.edu)) if no candidates will be submitted for a particular process or 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 – TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of assessment and recommendation
- ☐ Tenure Committee's letter of assessment and recommendation for approval or non-approval of tenure
- ☐ Department head's letter of assessment of progress toward tenure. Include a summary of student evaluations and a clear recommendation for or against tenure.
- ☐ Tenured department faculty letters with a clear recommendation for or against tenure with supporting explanation.
- ☐ External review letters (minimum of four (4)) DO NOT INCLUDE CVs OF EXTERNAL REVIEWERS
- ☐ Candidate's CV
- ☐ The mid-tenure comprehensive review letters from the
  - ☐ Provost
  - ☐ Dean
  - ☐ tenure committee
  - ☐ department head
- ☐ Candidate's annual evaluations for the probationary period (most recent to oldest)
- ☐ Copy of the original hire letter
- ☐ Letters of approval for extensions to the probationary period or reduction in previously granted credit toward tenure (with the reason(s) for such action(s) redacted)
- ☐ Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- ☐ All agreements relating to the faculty member's conditions of employment (with salary information redacted)
- ☐ College tenure policy
- ☐ Tenure and Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures

**SECTION TWO – OTHER MATERIALS AS SPECIFIED BY COLLEGE POLICY. THE LIST BELOW IS OFFERED AS AN EXAMPLE OF HOW TO ORGANIZE SUCH INFORMATION. DO NOT SUBMIT INITIALLY. I WILL CONTACT YOU IF THIS INFO IS NEEDED.**

- ☐ 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 - DO NOT SUBMIT INITIALLY. I WILL CONTACT YOU IF THIS INFO IS NEEDED.**

- ☐ Student evaluations during probationary period

**2. PROMOTION TO FULL PROFESSOR (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. IV)**

**SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of recommendation for or against promotion
- ☐ The promotion committee's recommendation for approval or denial of promotion which shall include a statement of reasons that support the recommendation as well as the committee vote.
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ External review letters (minimum of four (4)) DO NOT INCLUDE CVs OF EXTERNAL REVIEWERS
- ☐ Candidate's CV
- ☐ Letters from all tenured Professors in the candidate's department. Each letter must have a clear statement recommending for or against the promotion of the candidate.
- ☐ Candidate's annual reviews and evaluations since last promotion (most recent to oldest)
- ☐ All agreements relating to the faculty member's conditions of employment (with salary information redacted);
- ☐ College tenure policy
- ☐ Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures

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- ☐ 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.

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- ☐ Student evaluations since last promotion

**3. PROMOTION TO SENIOR LECTURER (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. VI)**

**SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of recommendation for or against promotion
- ☐ Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ Candidate's CV
- ☐ 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
- ☐ Candidate's administrative reviews for the most recent four-year period of full-time employment as a lecturer (most recent to oldest)
- ☐ College promotion policy
- ☐ Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures.

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- ☐ Tab 1 - Documentation related to teaching for the most recent four-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.

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- ☐ Student evaluations for the most recent four-year period of full-time employment as a lecturer.

**4. PROMOTION TO PRINCIPAL LECTURER (See Policy [E6.0 – Policy on Faculty Rank and Promotion](#), sec. 4.d.)**

**SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of recommendation for or against promotion
- ☐ Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ Candidate's CV
- ☐ Recommendation letters for or against promotion from tenured faculty members and principal lecturers within the candidate's department
- ☐ Candidate's administrative reviews for the most recent four-year period of full-time employment following promotion to senior lecturer. (most recent to oldest)
- ☐ College promotion policy
- ☐ Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures.

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- ☐ Tab 1 - Documentation related to teaching for the most recent four-year period of full-time employment following promotion to senior lecturer to include:
  - ☐ Teaching philosophy
  - ☐ List of courses taught
  - ☐ Peer evaluations of teaching (if applicable)
  - ☐ 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.

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- ☐ Student evaluations for the most recent four-year period of full-time employment following promotion to senior lecturer.

**5. PROMOTION TO ASSOCIATE OR FULL RESEARCH PROFESSOR (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. 4.d.)**

**SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of recommendation for or against promotion
- ☐ Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members
- ☐ Department head's letter of recommendation for or against promotion.
- ☐ Candidate's CV
- ☐ Recommendation letters for or against promotion from tenured faculty members and non-tenure-track research faculty senior in rank within the candidate's department
- ☐ Candidate's administrative reviews for the most recent five-year period of full-time employment following last promotion. (most recent to oldest)

- ☐ College promotion policy
- ☐ Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures.

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- ☐ Tab 1 - Documentation related to research for the most recent five-year period of full-time employment with examples of how the education of RIT students has been advanced and how the field in which the candidate is engaged has advanced through peer-reviewed publications.
- ☐ Tab 2 - Documentation related to service for the most recent five-year period of full-time employment following promotion 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.
- ☐ Tab 3 – if the research faculty member has been asked to teach or do service, the documentation will also include relevant examples of pedagogical approach, student and peer evaluations, and documentation related to service activities.

**6. MID-TENURE COMPREHENSIVE REVIEW (See [Policy E5.0-Policy on Tenure](#), section 3.b(2))**

**SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW**

- ☐ Dean's letter of review and assessment
- ☐ The Mid-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
- ☐ Department head's letter of review and assessment of progress toward tenure. Include a summary of student evaluations.
- ☐ Tenured department faculty letters of assessment toward progress toward tenure.
- ☐ Candidate's CV
- ☐ Candidate's annual evaluations since date of hire (most recent to oldest)
- ☐ Copy of the original hire letter
- ☐ Copy of any correspondence related to a change in tenure date with reason(s) for change redacted (extension of the probationary period, reduction in credit toward tenure, etc.)
- ☐ Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- ☐ All agreements relating to the faculty member's conditions of employment (with salary information redacted)
- ☐ Any other documentation/correspondence that speaks to tenure expectations and/or progress toward tenure over the probationary period
- ☐ College tenure policy
- ☐ Mid-tenure review form - please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures.

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- ☐ 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.

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- ☐ Student evaluations during probationary period.