

## **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 for the provost and president's review. **This 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 in the order given on the following pages(see specific requirements for each process below).
- ☐ Include a list of faculty for whom documentation is being submitted.
- ☐ The Dean's Office should notify Sue Provenzano ([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**

- ☐ Candidate's CV
- ☐ Tenure Committee's letter of assessment and recommendation for approval or non-approval of tenure
- ☐ Dean's letter of assessment and recommendation
- ☐ Department head's letter of assessment of progress toward tenure. Include a summary of student evaluations
- ☐ External review letters (minimum of four (4))
- ☐ Copy of the original hire letter
- ☐ Copies of the mid-tenure comprehensive review letters from the tenure committee, department head, dean, and external reviewers
- ☐ Copy of any correspondence related to a change in tenure date (extension of the probationary period, reduction in credit toward tenure, etc.)
- ☐ Candidate's annual evaluations for the probationary period (most recent to oldest)
- ☐ Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- ☐ Any other documentation/correspondence that speaks to tenure expectations and/or progress toward tenure over the probationary period
- ☐ College tenure policy
- ☐ 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

##### **SECTION TWO – 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. 2.d.)**

**SECTION ONE - to be submitted as a single PDF for each candidate in the order stated below**

- ☐ Candidate's CV
- ☐ Promotion's 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
- ☐ Dean's letter of recommendation for or against promotion
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ External review letters (minimum of four (4))
- ☐ Letters of recommendation for or against from all tenured Professors in the candidate's department
- ☐ Candidate's annual evaluations since last promotion (most recent to oldest)
- ☐ Documentation/correspondence that speaks to the candidate's conditions of employment (as appropriate)
- ☐ College tenure policy
- ☐ 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

**SECTION TWO – DO NOT SUBMIT INITIALLY. I WILL CONTACT YOU IF THIS INFO IS NEEDED.**

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

- ☐ Student evaluations since last promotion

### **3. PROMOTION TO SENIOR LECTURER (See Policy E6.0 – Policy on Faculty Rank and Promotion, sec. 4)**

#### **SECTION ONE - to be submitted as a single PDF for each candidate in the order stated below**

- ☐ Candidate's CV
- ☐ Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members
- ☐ Dean's letter of recommendation for or against promotion
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ 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 five-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 filled out, and that it has all the necessary signatures.

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

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

- ☐ Student evaluations for the most recent five-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**

- ☐ Candidate's CV
- ☐ Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members
- ☐ Dean's letter of recommendation for or against promotion
- ☐ Department head's letter of recommendation for or against promotion. Include a summary of student evaluations
- ☐ 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 five-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 filled out, and that it has all the necessary signatures.

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

- ☐ 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.

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

**5. 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**

- ☐ Candidate's CV
- ☐ 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
- ☐ Dean's letter of review and assessment
- ☐ Department head's letter of review and assessment. Include a summary of student evaluations.
- ☐ External review letters (minimum of two (2))
- ☐ Copy of the original hire letter
- ☐ Copy of any correspondence related to a change in tenure date (extension of the probationary period, reduction in credit toward tenure, etc.)
- ☐ Candidate's annual evaluations since date of hire (most recent to oldest)
- ☐ Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- ☐ 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 – under development. I will send it as soon as it is finalized.

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

- ☐ Student evaluations during probationary period.