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## Promotion & Tenure Guidelines and Procedures, UNCG-Biology

These guidelines and procedures conform and are subservient to the following University and College promotion and tenure procedures and guidelines:

[http://provost.uncg.edu/documents/personnel/Proposed\\_PT\\_Regs\\_Final.pdf](http://provost.uncg.edu/documents/personnel/Proposed_PT_Regs_Final.pdf) (The Regulations)

<http://provost.uncg.edu/documents/personnel/evaluationPT.pdf>

<http://www.uncg.edu/aas/about/documents/CollegePandTGuidelinesOctober252010.pdf>

### Assistant Professors

University procedures and timetables for reappointment of Assistant Professors, and for promotion to Associate Professor with tenure, are laid out in Sections 2, 3.D, 4.A. and 4.B of the *Promotion, Tenure, Academic Freedom, and Due Process Regulations of the University of North Carolina at Greensboro* (the *Regulations*).

College criteria for reappointment, and for promotion to Associate Professor with tenure, are given in Part II, Sections 1 and 2 of the *College Guidelines on Reappointment, Tenure, and Promotion*.

### Guidelines for Assistant Professors

**Teaching:** Assistant Professors are expected to develop and teach graduate courses and/or undergraduate courses in their specialty area and to direct undergraduate and graduate students in research. Assistant Professors are required to regularly obtain written peer evaluations and student evaluations for all their courses. Evidence of effective teaching includes active engagement in student mentoring, satisfactory student evaluations based on the departmental instrument, including student comments, and satisfactory written, peer evaluations from tenured members of the biology faculty.

**Research:** Assistant Professors are expected to develop an independent and productive research program and to solicit and obtain external funding sufficient to support that program. The candidate must show promise of continuing a research path that will lead to promotion to Professor. Assistant Professors are expected to provide high quality mentoring of graduate and undergraduate students in research. Evidence of research productivity includes regular publication of research results in peer-reviewed journals, successful mentoring of students, and success at obtaining research funding. Quantity and quality of publications will be evaluated. Generally, funding derived from proposals that are nationally or internationally peer-reviewed will be viewed especially favorably. Evidence of effective research also may include patents, research presentations (including posters) and publications by graduate and undergraduate students and defended theses and/or dissertations by graduate students. Independent research may involve collaboration. If an assistant professor's research is totally collaborative, then s/he is expected to demonstrate leadership in at least some projects, including leading at least some publications in peer-reviewed journals, and successfully leading a collaborative funding proposal or proposals.

**Service:** Assistant Professors are expected to provide appropriate service at the professional, community, university, college, and/or departmental levels. The level of service expected from an Assistant Professor normally includes service on up to four committees during their probationary appointment, and does not usually extend to service as the chair of a committee. Although service expectations for Assistant Professors should be less than those of tenured faculty, there must be evidence of the faculty member's ability to perform effective service.

**Community-engaged Scholarship and Directed Professional Activity:** If a candidate is contemplating work as a community engaged scholar they should consult the department head for guidance on how best to present their work to the department for review. Community Engaged Scholarship will be evaluated as part of the categories of teaching, research, and service. If a candidate desires to seek promotion under a portfolio that includes DPA, s/he should consult the department head for guidance in structuring their portfolio. The faculty member, department chair, and dean must discuss and agree upon the faculty member's involvement in directed professional activity (University Wide Guidelines on Promotion and Tenure, section II.D), and further conditions are placed on DPA by Assistant Professors in the College Guidelines on Reappointment, Tenure, and Promotion (Part I).

### **Timetable for Reappointment, Promotion and Tenure of Assistant Professors**

Overview (see explanation of letters below the box; Fa=fall, Sp=spring, Su=summer):

Year 1			Year 2			Year 3			Year 4			Year 5			Year 6			Year 7		
Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
A						B						C	D		E	F	G	H		I

- A. Begin 4-year probationary term appointment.
- B. Seek reappointment.
- C. Begin 3-year reappointment.
- D. Candidate completes autobiographical sections of P&T Form (Autobiographical Phase); external review begins
- E. Departmental seminar on the candidate's research.
- F. Formal departmental P&T vote; department prepares evaluative sections of P&T Form (Departmental Evaluation Phase).
- G. College and University level reviews (College/University Evaluation Phase).
- H. Final decision by Board of Trustees.
- I. Begin career phase as Associate Professor (typically 1 August).

### **Reappointment Procedures for Assistant Professors**

**Probationary Appointment:** The first probationary term appointment for new Assistant Professors is four years in duration, and the first year typically begins on 1 August.

**Probationary Reappointment:** Prior to 15 November of the Assistant Professor's third year, the candidate will submit to the Department Head a *curriculum vita* along with brief statements of teaching, research, and service activity, each of one page or less. The Head will make these materials, including teaching evaluations, available for review by the Professors and Associate Professors.

In Fall semester of the third year, the Head will convene a meeting of tenured members of the department faculty senior to the candidate in rank for a discussion regarding the reappointment of the candidate for a second probationary term, of three years. Only faculty members present at the meeting may participate in the discussion and vote. If, during the discussion, the faculty members in attendance fail to reach a consensus recommendation to reappoint the candidate, then the head must leave the room so that faculty can vote on reappointment. A moderator for voting will be assigned by the head, and the vote will be written and anonymous. Results of the vote will be immediately delivered to the head, who will independently formulate a

recommendation on reappointment. Both a majority of the voting faculty and the head must concur if the recommended action of the department is not to reappoint.

If the department's recommended action is not to reappoint, the procedures in the *Promotion, Tenure, Academic Freedom, and Due Process Regulations of The University of North Carolina at Greensboro* (the *Regulations*) Section 3.D.ii.a.(2) will be followed.

If the department's recommended action is to reappoint, the procedures in the *Regulations* Section 3.D.ii.a.(3) will be followed.

### **Promotion and Tenure Procedures for Assistant Professors**

**Seminar:** Normally, in a candidate's sixth year since initial appointment early in the Fall semester, the candidate will present a departmental research seminar to the Department's faculty and students. The seminar should provide the audience with an overview of the candidate's research conducted at UNCG and/or of the most significant portion of this research.

By May 15 of the year prior to the commencement of promotion review (year 5; See D in the timeline above), the candidate should deliver to the head a completed copy of the research section of the university Promotion & Tenure Form, Part A (***Candidate, Part A. Background Information, A.II.a Statement of Research and Creative Activity A.II.b Chronological Lists of Achievements in Research and Creative Activity***), an updated C-V, copies of their publications and a list of up to four referees familiar with these activities. Selection of external reviewers takes place according to the procedures laid out in Section 4.B.i.c of the *Regulations*, with the addition that a candidate may request the exclusion of certain referees, with justification for exclusion.

An independent list of at least four additional reviewers will be developed by the Head in consultation with tenured faculty senior in rank to the candidate. The Head will solicit at least three written evaluations from the combined list of reviewers. At least one of the reviewers shall come from the list submitted by the candidate. The Head's letter soliciting review of the candidate must explicitly state that letters are not confidential and may be viewed by the candidate. The target date for receipt of external letters is 15 August of the Fall semester when departmental review occurs.

Prior to the beginning of their penultimate year (year 6; See summer after D in the timeline above), the candidate will complete the remaining sections of the university Promotion and Tenure Form, Part A (Candidate). This autobiographical section must be completed and uploaded to the designated site by 15 August.

**Departmental Evaluation Phase:** As early as possible in the Fall semester, tenured faculty members senior to the candidate in rank, will meet and review the candidate for promotion to Associate Professor with tenure. The procedures laid out in the Section 4.B.i of the *Regulations* will be followed. Following the faculty decision, the head, or chair of the meeting, will choose two faculty members from among the tenured faculty members senior to the candidate to complete each evaluative part of the P & T Form (see Section 4.B.i.a.(2) of the *Regulations*). The evaluative sections of the Form should be submitted electronically to the head no later than 2 weeks before they are required to be delivered to the Dean's Office so that the head will have time to write his own independent evaluation, and upload all materials to the designated site of the Dean's Office by the date established by that office (usually 1 October).

**College/University Evaluation Phase:** This phase is fully described in the College and University (Section 4.B.ii of the *Regulations*) documents.

### **Promotion of Associate Professors to Professor**

University procedures for promotion to Professor, are laid out in Sections 2, 3.E, 4.A. and 4.B.i of the *Promotion, Tenure, Academic Freedom, and Due Process Regulations of the University of North Carolina at Greensboro (the Regulations)*.

College criteria for promotion to Professor, are given in Part II, Section 3 of the College *Guidelines on Reappointment, Tenure, and Promotion*.

### **Guidelines for Promotion to Professor**

Significant contributions in the areas of teaching, research, and service are expected of all candidates for promotion to Professor. Demonstrated leadership and excellence in research or teaching will qualify the candidate for promotion to Professor. Each faculty member's unique combination of skills allows considerable variation in the credentials that might qualify them for promotion to Professor. The most common types of evidence for achievement in the areas of teaching, research, and service are described below.

**Teaching:** The candidate is expected to demonstrate 1) effective teaching at graduate and/or undergraduate levels and 2) contributions to the curriculum that include course and program development and/or revision. The candidate must provide evidence that students have found their teaching to be effective, including data and comments from departmental lecture and laboratory teaching evaluation forms. The candidate must also receive a strong endorsement from departmental peer reviewers of their teaching effectiveness.

Excellence in teaching may be documented by the quality of the research mentoring experience as demonstrated by letters solicited by the head from graduate and/or undergraduate students, and by student achievements, e. g., admission to graduate and professional programs and/or employment in the biological sciences. Qualified candidates for promotion to Professor are expected to have contributed significantly to the quality of graduate education in biology. Evidence of excellence in teaching may also include: teaching awards, significant contributions in curriculum development, high quality external reviews (such as might be available from off campus teaching assignments), and evidence of regional and/or national participation in initiatives to enhance the quality of teaching and learning.

**Research:** The candidate is expected to demonstrate 1) a productive research program supported by external funding, 2) national and/or international recognition in their area of research, and 3) a consistent record of publications.

Evidence of excellence includes, but is not limited to, multiple grants, grant renewals, consistent production of peer-reviewed publications including the publication of books or papers published in edited books. Evaluation of peer-reviewed publications will be based on journal quality, number of publications, and impact of published works as judged by external reviewers and by Professors in the Department. External reviewers will provide critical input in evaluating the quality of peer-reviewed and other publications, and the research program. Evidence of excellence in research must include research presentations and publications by graduate and undergraduate students, and defended theses and/or dissertations. Evidence may also include patents and/or participation in for-profit enterprises that contribute to advancement or technology transfer in the candidate's area of expertise. Independent research may involve collaboration. If an Associate Professor's research is entirely collaborative, then s/he is expected to demonstrate leadership in some projects, including leading some publications in peer-reviewed journals, and successfully leading collaborative funding proposals.

**Service:** Significant contributions in service includes participation on committees within and external to UNCG; in the peer review process including review of proposals and/or manuscripts and/or membership on panels and site-review committees; through editorial posts for peer-reviewed journals; through service in professional societies; and other such activities. Significant service to the community may involve participation in outreach to K-12 schools; in public lectures and/or workshops; on city, county, or state panels or boards; in publication of popular scientific articles; and other such activities.

**Community-engaged Scholarship and Directed Professional Activity:** If a candidate is contemplating work as a community engaged scholar they should consult the department head for guidance on how best to present their work to the department for review. Community Engaged Scholarship will be evaluated as part of the categories of teaching, research, and service. If a candidate desires to seek promotion under a portfolio that includes DPA, s/he should consult the department head for guidance in structuring their portfolio. The faculty member, department chair, and dean must discuss and agree upon the faculty member's involvement in directed professional activity (University Wide Guidelines on Promotion and Tenure, section II.D).

**Process:** The procedures and timetables for promotion to Professor are laid out in Sections 3.E.iii, 4.A. and 4.B.i of the *Regulations*. Each spring, Associate professors will receive written feedback from the department Head on progress toward promotion. The Head's written feedback will be informed by input from the Professors who have reviewed the CV's of Associate Professors during a spring semester meeting. During this meeting, the professors will discuss the potential promotion of candidates who are eligible for promotion. After this meeting, the Professors individually write up a short constructive and productive evaluation of each candidate which includes a clear statement whether she/he approves or does not approve of the candidate moving forward with promotion during the upcoming academic year. The evaluations are given to the Head who summarizes the written evaluations for the candidate. If, after feedback from the department Head, the Associate Professor proceeds with review, she/he should prepare the Promotion and Tenure Form, Part A to move through the review process as outlined the *Regulations*. Normally, candidates for promotion to Professor will present a seminar based upon their scholarly activity early in fall semester of the year when they are being considered for promotion.