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Promotion & Tenure Guidelines and Procedures, UNCG-Biology

The following Biology Department's promotion and tenure guidelines conform to guidelines established by the College of Arts and Sciences and by the University of North Carolina Greensboro:

<https://provost.uncg.edu/policies-procedures-forms/promotion-and-tenure-policies/>
<https://cas.uncg.edu/faculty-staff-resources/>

Expectations for Biology faculty seeking promotion are communicated in this document. Also, advancement in the faculty ranks is further supported in the Department by providing faculty with regular feedback. These guidelines also support the Department's central role in initiating and making the first-round decisions for tenure and/or promotion.

Assistant Professors are hired in Biology because they have great potential for teaching and research. Accordingly, Promotion and Tenure (P&T) candidates are expected to provide evidence of effective teaching and successful biology research. The Department has included in this document a summary of diverse and rigorous outcomes that can be used to demonstrate a candidate's effectiveness in teaching and research. Although we expect all faculty to provide service to the academic community, the Department's service expectations are modest for Assistant Professors, to compensate for the diverse challenges of establishing effective research and teaching programs.

Associate Professors may follow diverse pathways to develop national recognition in research and/or teaching and pedagogy, and/or extraordinary service to the University and/or the profession. Thus, candidates for promotion to Professor can develop a dossier that demonstrates having met the expectations for promotion to Professor by the aggregate contributions in teaching, research, and service.

Specific guidelines for Assistant Professors in Biology

Teaching: Assistant Professors are expected to teach graduate courses and/or undergraduate courses in their specialty area and to direct undergraduate and graduate students in research.

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 other members of the biology faculty. The Department also recognizes that effective efforts to improve curriculum at UNCG, regionally, nationally, or internationally in STEM disciplines can document effective teaching. Assistant Professors are required to regularly obtain written peer evaluations and student evaluations for all their courses, as stated in the Department's Teaching Assessment Policies.

Research: Assistant Professors are expected to develop an original and productive research program and to seek and secure external research funding necessary to support their research program. Mentoring of graduate students and undergraduates is a second key activity that is expected.

Evidence of effective research includes funded research grant awards and peer-reviewed publications in disciplinary journals and/or books, with authors identified, including any post-docs, graduate students, or undergraduates mentored by the faculty member in their research program.

The Department values the generation of new knowledge through scholarly activity and research, and the involvement of students in the activities described above. Collaboration is common in many biology disciplines and demonstrates a regional, national, or international status of a faculty member's research program. If a candidate is involved in collaborative research, it is expected that faculty member makes an original contribution to the collaborative project for such activities as funding proposals and awards, peer-reviewed publications, and other scholarly works.

Service: Assistant Professors are expected to serve the academic community in ways that benefit the Department and/or College and/or University and/or profession. Such expectations are modest, given the extensive effort required to establish teaching and research.

Evidence of effective service includes service on any combination of the following: service on Departmental committee(s), service on graduate student advisory committee(s), service on College committee(s), service on University committee(s), service in a professional society, including manuscript review, and service in the review of grant proposals.

Community-Engaged Scholarship and Directed Professional Activity: A candidate planning to work as a community-engaged scholar should consult with the Department Head, and College Dean. All parties must agree upon the faculty member's involvement in directed professional activity(DPA; 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).

Evidence of effective community-engaged scholarship and directed professional activity will follow the teaching, research and service expectations described (above) for Assistant Professors.

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			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; 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.
- 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: On the date in the Fall semester designated by the College of Arts and Sciences prior to the candidate's third year, the candidate will upload to Faculty Success Part A, a curriculum vita, statements of teaching, research, and service activity, and student and peer teaching evaluations. These materials will be made available for review by the Professors and Associate Professors. The Head will subsequently convene a meeting in person or as a video conference of the Professors and Associate Professors for a discussion and vote on the reappointment of the candidate for a second probationary term of three years. Only faculty members present in attendance may participate in the discussion and vote. A moderator for voting will be assigned by the Head, and the vote will be written and anonymous. The Head may not be present during the deliberative phase of the department meeting and vote. 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.

P&T Forms: On the date designated by the College of Arts and Sciences on Faculty Success of the year prior to the commencement of his or her promotion review (year 5; D in the timeline above), the candidate should upload a Part A of Faculty Success, including an updated CV, and a Research Statement. A list of up to four referees familiar with these activities should be submitted to the Head. Selection of external reviewers takes place according to the procedures laid out in Section 4.B.i.c of the Regulations; a candidate may request the exclusion of certain referees, with justification for exclusion.

External Reviewers: 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 will be consistent with the College of Arts and Sciences calendar in Faculty Success.

Prior to the beginning of the penultimate year as Assistant Professor (year 6; summer after D in the timeline above), the candidate will complete the remaining sections including Part A in Faculty Success.

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 of the three evaluative sections 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 all Departmental materials are required to be delivered to the Dean's Office. Note that this sequence allows time for the Head to produce an independent evaluation, and enough time to 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 documents (Section 4.B.ii of the Regulations).

Specific guidelines for Associate Professors in Biology

Promotion to Professor is based on prolonged support by the candidate in supporting the Department's mission. As faculty become more fully established, evaluation and analysis of their productivity can lead to new projects and different endeavors in their field. Achievement, distinction and impact worthy of promotion to Professor can be earned in many forms. Therefore, candidates can build a case for promotion to Professor based on the aggregate of their efforts.

Teaching: Associate Professors are expected to teach graduate courses and/or undergraduate courses in their specialty area and to direct undergraduate and graduate students in research.

Evidence of effective teaching includes a strongly developed history of active engagement in student mentoring, satisfactory student evaluations based on the Departmental instrument, including student comments, and satisfactory written, peer evaluations from other members of the biology faculty. The Department also recognizes that effective efforts to improve curriculum at UNCG, regionally, nationally, or internationally in STEM disciplines can document effective teaching. Associate Professors are required to regularly obtain written peer evaluations and student evaluations for all their courses, as stated in the Department's By-Laws. Teaching awards and effective innovations in the curriculum are valued here.

Research: Associate Professors are expected to manage and direct an original and productive research program and to seek and secure external funding necessary to support their research program. Mentoring of graduate students and undergraduates is a second key activity that is expected.

Evidence of effective research includes sustained externally funded research projects and peer-reviewed publications in disciplinary journals by the candidate, including post-docs, graduate students, and undergraduates mentored, and collaborators. Sustained external research funding and peer reviewed

publications are especially valued at this rank, as are commercial applications within one's discipline. Employment placement of research mentees can also be of value in supporting research effectiveness.

Service: Associate Professors are expected to serve the academic community in substantive ways that demonstrably benefit the Department and/or College and/or University and/or profession.

Evidence of effective service includes service and leadership on any combination of the following: service on Departmental committee(s), service on graduate student advisory committee(s) service on College committee(s), service on University committee(s), service in a professional society, including manuscript review, and service in the review of grant proposals. Community improvements can accrue credit here.

All applications for promotion consideration must comply with the Promotion, Tenure, Academic Freedom, and Due Process Regulations of The University of North Carolina at Greensboro, Section 3.E.

Timetable for Promotion Consideration of Associate Professors

The sequence and timing for promotion to Professor begins with the candidate's written request for promotion consideration, to be received by the Head in early Spring, usually by 1 March. The Head will provide Professors with the candidate's curriculum vitae to gain Professors' advice regarding the candidate's qualifications. A candidate may choose to present a Departmental seminar at this point. The Head's response consists of an evaluation communicated to the candidate and to the College Dean about the applicant's qualifications. A candidate has the right to initiate promotion consideration without Departmental/Head endorsements.

Subsequent stages of the promotion application mirror those described in the Assistant Professor section of this document, namely, completion of the autobiographical sections of P&T Form, formal Departmental P&T vote; Department prepares evaluative sections of P&T Form, College and University level reviews, and a final decision by Board of Trustees.

Post-tenure review

The periodic review of tenured faculty will follow that described for the College and University.