4.4 PROMOTION AND TENURE

The SMTD review procedures, as outlined below, conform to The Code of The University of North Carolina and to all UNCG documents found at


This evaluation process addresses both individual and institutional goals, reflects the complexity of faculty work, recognizes a faculty member's uniqueness, fosters career development, and takes place in a spirit of collegiality.

These guidelines stipulate review at multiple levels with significant input at the Department level. In keeping with University Guidelines, the School of Music, Theatre and Dance provides for Promotion and Tenure peer review at two levels; the Department level (Department members and Department Head), and the Unit level (School Personnel Development and Review Committee, and the Dean). The procedures also adhere to the Senate Resolution “ON THE PROHIBITION OF VOTING MORE THAN ONCE FOR A CANDIDATE FOR PROMOTIONS AND TENURE,” which stipulates that a faculty member eligible to vote for promotion and/or tenure will vote only once on a candidate’s promotion and/or tenure. If serving on the SMTD Personnel Development and Review Committee, that faculty member will participate in the final deliberations, and vote, only at the Departmental level.

The Promotion and Tenure process in the School of Music, Theatre and Dance is a “closed book review” of candidates; that is, no materials may be added once the review process begins without permission of the Dean.

All components of the promotion and/or tenure process are limited to those who are authorized by the above documents to participate in the process. Those involved in any aspect of the Promotion and Tenure process are reminded that state statutes require confidentiality of all personnel matters.

4.4.7 Procedures for Reappointment, Promotion and Tenure

General Procedures:

a) Except as noted below, applications for reappointment, promotions and/or
tenure will be reviewed in the following order: **Department** (Department faculty, Department Head), **Unit** (Personnel Development and Review Committee, Dean), **University** (University Promotion and Tenure Committee, Provost and Chancellor). The number of faculty votes for and against a nomination will be recorded and forwarded with the recommendation of the appropriate administrator to the next required level of review.

b) Regardless of the outcomes of Departmental and Unit level review, all files are sent to the Provost and Chancellor for review. The Provost/Chancellor may request a formal review by the University Committee on Promotion and Tenure of any particular case.

c) The portfolio for promotion and tenure review has two components: documentation provided by the candidate and materials provided by the administration.

**Specific Procedures:**

a) Faculty subject to administratively mandated reviews shall be notified in writing by their Department Head by **February 1** of the preceding academic year that they are responsible for compiling their review files by the established deadlines.

b) The deadline for requesting/recommending a review for promotion (e.g., an Associate Professor choosing to stand for Professor) and/or tenure shall be no later than **February 1** of the preceding academic year.

c) The faculty member seeking review should submit a written request to the Department Head, with a copy to the Dean. The Department Head will meet with the faculty member to review the promotion and/or tenure guidelines. If the faculty member has been an Associate Professor for seven or more years, that faculty member may stand for promotion. If the faculty member has been at the Associate rank for fewer than seven years, the Head and faculty member must agree that the application should proceed. **By March 1**, the Head will submit a list of all elective applicants to the Dean.

d) Faculty members being considered for reappointment, promotion and/or

---

1 Elective applicants for promotion may withdraw their application at any point in the process. Withdrawn applicants must wait three years before electing to apply again.
tenure are responsible for compiling and submitting their review files by **September 1** or the first business day following. This process occurs online. Instructions are found at: [http://provost.uncg.edu/publications/personnel/pt.asp](http://provost.uncg.edu/publications/personnel/pt.asp). This process should be completed with the assistance of the Department Head as necessary.

**Guidelines for Preparing Reappointment and Promotion and Tenure Dossiers:**
Note: Only candidates who have negotiated time towards tenure, based on work at other institutions, may include materials completed prior to the UNCG appointment. Any materials that predate the applicant’s appointment to UNCG should be clearly indicated. See [http://provost.uncg.edu/publications/personnel/pt.asp](http://provost.uncg.edu/publications/personnel/pt.asp)

**REAPPOINTMENT**

**Responsibilities of the Candidate in Reappointment**


b) Prepare supplementary materials as appropriate: (1) programs and related materials from concerts, recitals, and conference presentations (photocopies of relevant pages from a conference booklet are acceptable in lieu of the original document); (2) significant reviews of creative or scholarly work; (3) publications; (4) electronic media.

c) Consult with the Department Head by **August 20** to determine 1-3 tenured UNCG faculty members from the School of Music, Theatre and Dance but outside the candidate’s Department to serve as internal reviewers.

d) Submit by **August 20** to the Department Head a current C.V.

e) Upload the Part A: Candidate’s Summary of Work Accomplished form to Blackboard and submit all required supplementary materials to the appropriate administrative office by a date established early in the semester (generally **September 1st**). Consult with the Department Head throughout this process.

**Responsibilities of the Head in Reappointment**
The Department Head:

a) prepares Part B Statement of Context and uploads to Blackboard on **September 2nd**

b) will solicit the 1 to 3 agreed upon internal reviewers who are tenured faculty in Departments other than that of Candidate,

c) will be responsible for providing the Department Statement of Context and candidate’s C.V. to internal reviewers,

d) is responsible for mentoring the candidate in preparation of the reappointment dossier,

e) appoints Departmental faculty to prepare B.I.a. Summary of Student Teaching Evaluation and B.I.b. Explanation of the Department’s Student Teaching Evaluation Instrument and uploads on **September 2nd**

f) solicits B.I.e. Other Reviews of Teaching (optional), if desired, and uploads on **September 2nd**

Responsibilities of the Administration in Reappointment

**The appropriate administrative assistant will:**

a) provide student evaluation documents covering a minimum of two years to the Departmental faculty appointed to summarize, (these forms must remain available throughout the P&T process)

b) upload Peer Observation Forms, Annual Reviews, Workload Agreements, P&T Guidelines, Workload Policy, and any other evaluation materials in the candidate's personnel file on **September 2**.

**PROMOTION AND/OR TENURE**

**Responsibilities of the Candidate for Promotion at any level and/or Tenure**

a) Provide to the Department Head by **April 15**, a list of at least five names for consideration as **external reviewers**; include biographical sketches (printed, if available) of each reference. (See also Responsibilities of the Dean/Head below.) An **external reviewer** is “external” to the University of North Carolina at Greensboro.

External Reviewers must be selected on the basis of their expertise to review an applicant's scholarly and/or creative endeavors. To optimize objectivity, external reviewers may not have had a close personal and/or professional relationship with the candidate (e.g., an external reviewer may not have been a member of candidate’s doctoral dissertation committee;
an external reviewer or a co-investigator, principal investigator or consultant on the applicant’s grant proposal or project). Letters from faculty in other Departments or Colleges at the University can in no case be used as “external” evaluations.

b) Submit by May 1, to the Office of the Dean, one copy of the completed Part A. Summary of Work Accomplished (printed from the online copy) and six sets of all supporting materials to be sent in the review packets (vitae, books, manuscripts, reprints, CDs, videos, etc.). The Department Statement of Context will be included in the packet to external reviewers.

c) Finalize the Part A. Summary of Work Accomplished form with the assistance of the Department Head and upload to the P & T BlackBoard site by September 1.

d) Prepare supplementary materials as appropriate: (1) programs and related materials from concerts, recitals, and conference presentations (photocopies of relevant pages from a conference booklet are acceptable in lieu of the original document); (2) significant reviews of creative or scholarly work; (3) publications; (4) electronic media. Supplementary materials are due September 1.

e) Consult with the Department Head throughout the process.

Responsibilities of the Head For Promotion at any level and/or Tenure:

The Department Head will:

a) provide the Statement of Context to the Executive Assistant to the Dean, by May 1;

b) mentor the candidate in preparation of the Promotion and/or Tenure file;

c) in consultation with the Dean, consider the external evaluators submitted by the candidate and develop a final list of external reviewers. The candidate will have suggested five; the Department Head and the Dean will select the sixth external reviewer and finalize the list. This list will be shared with the candidate prior to solicitation of letters. External Reviewers will be finalized by May 1. In the event an agreed upon external reviewer is unable or declines to participate, the Dean and Department Head will select replacements;

d) although Internal Review is not required for Promotion and/or Tenure, recommend (if desired) internal reviewers from outside of the candidate’s Department if there are those having special knowledge of the candidate’s work. In such a case, the Department Head will notify the Office of the
e) prepare (both directly and by delegation), **Part B: Departmental Documentation** of the online Promotion and Tenure Form. This includes appointing Departmental faculty to prepare **B.I.a. Summary of Student Teaching Evaluation** and **B.I.b. Explanation of the Department’s Student Teaching Evaluation Instrument**, and soliciting **B.I.e. Other Reviews of Teaching (optional)**, if desired. These materials are to be uploaded on **September 2nd**.

**Responsibilities of the Administration For Promotion at any level and/or Tenure:**

**External Review** (not required for Reappointment)

a) In accordance with established University policies, the Dean will request written statements concerning the work of the faculty member from 6 external evaluators. The reviewers shall be identified by name, institution or organization, field of expertise, title, and stature, if applicable. A copy of the letter soliciting outside references must also be included. This letter must not promise confidentiality from review by the candidate.

b) External reviewers may not have had a close personal or professional relationship with the candidate (e.g., classmate, personal friend, graduate instructor, dissertation advisor or member of dissertation committee, postdoctoral mentor, co-author or co-investigator).

c) The Assistant to the Dean will mail evaluation packets (vitae, books, manuscripts, reprints, CDs, videos, etc.) via US mail during the first two weeks of May. Correct summer address information for each reviewer is vital. Due date for return of assessment letters is **July 15th**. All assessment letters must be signed by the external reviewer.

**Evaluation Materials**

The appropriate administrative assistant will work with the Heads to submit or make available administrative evaluation materials as follows:

a) student evaluation documents covering a minimum of five years to the Departmental faculty appointed to summarize, (these files must remain available until the Chancellor renders a decision).

b) Peer Observation forms, Annual Reviews, Workload Agreements, P&T
Guidelines, Workload Policy, Summary statements from the Reappointment Review (generated by the Head, Dean, and/or Provost) and the Reappointment Letter.

c) Any other evaluation materials in the candidate's personnel file pertinent to the review.

Process of Reappointment, Promotion and/or Tenure:

a) The process outlined below is in compliance with all UNCG policies, and it ensures that there will be separate levels of review by the Dean and Department Head, and independent levels of review by the appropriate faculty.

b) Upon completion of the Reappointment or Promotion and Tenure file, the file will be discussed and voted on by two separate constituencies within the School of Music, Theatre and Dance—the Department and the Unit. Departmental review comprises Department members above the rank of the candidate being considered, followed by the Department Head. Unit review is conducted by the Personnel Development and Review Committee, followed by the Dean's review.

c) Once uploaded, the candidate’s file will be available online for review by the appropriate faculty. Supplementary materials will be placed in a locked file in a designated Departmental space for Departmental review.

d) The Promotion and Tenure process is a “closed-book review” of the candidate. However, the candidate may request of the Dean to make a change in the file should important materials become available. Likewise, the candidate’s Department Head, in consultation with the Dean, may request an adjustment in the candidate’s file after the Departmental review has taken place. Any change must occur before the file goes to the Provost.

e) Suitability for promotion and/or tenure will comprise a faculty member’s record of Teaching, Research/Creativity, Service, and possibly Community Engagement and/or Directed Professional Activity, as represented in the candidate's file.

f) Sometime prior to September 21, the Department faculty above the rank of the candidate who have reviewed the file will meet to review the candidate. The Head will not be present during the Departmental review. The Head will designate a leader from the eligible faculty to conduct the Departmental faculty review. The eligible Department faculty will discuss the suitability of the candidate for tenure and/or promotion as represented
by the candidate’s uploaded file. Ballots will be provided. The leader will count the ballots and report the vote to the participating Departmental faculty and include the vote tally in the report to the Department Head. The leader’s responsibilities further include that the Department Head receives a detailed summary of the views of the assembled faculty, including any dissenting opinions, and comments offered on the anonymous written ballots. This will be included in the candidate’s file at all subsequent levels of review. Ballots are to be returned to the Office of the Dean for appropriate disposal. The report is due to the Head within 48 hours following completion of the Departmental faculty review.

g) With knowledge of the outcome of the Departmental faculty review, the Department Head will provide an independent written review and vote that may or may not agree with the review of the Departmental faculty. The Department Head’s review will be included in the candidate’s electronic file at all subsequent levels of review.

h) The Department Level of Review must be completed and all documents properly uploaded prior to October 1.

i) At this stage the candidate may review the electronic portfolio and may submit rebuttal comments to the Department Head to be included in the electronic file.

j) Upon conclusion of the Department review, with knowledge of the outcome, the electronic file will be made available to the Personnel Review and Development Committee.

k) Prior to October 29, this committee will meet to discuss the suitability of the candidate(s) for reappointment, tenure, and/or promotion as represented by the candidate’s written file and vote. By October 29 the PDR Committee will upload its review to the electronic file.

l) In support of the Senate Resolution of ‘one vote,’ members of the Committee may not be present for the consideration of or vote on proposed personnel issues involving faculty within their own Department. The Chair of the Committee is expected to ensure compliance with this resolution. If the Chair of the Committee has a Departmental candidate up for deliberations, he/she will appoint a leader for that portion of the meeting.

m) Per University Guidelines, the Dean will not be present during the final

---

2 It is possible to delay deliberations of reappointment candidates in the event of extraordinary numbers of P&T actions in a particular department.
deliberations or votes of a unit-level review on promotions and tenure. Members of that review committee will discuss the suitability of the candidate for tenure and/or promotion as represented by the candidate’s electronic file. Ballots will be provided. The leader will count the ballots and report the vote to the Personnel Development and Review Committee and include the vote tally in the report to the Dean. The Committee Chair’s responsibilities further include ensuring that a detailed summary of the views of the Committee, including any dissenting opinions, is uploaded properly. This summary will be included in the candidate’s file at all subsequent levels of review. Ballots are to be returned to the Office of the Dean for appropriate disposal.

n) The Dean will review all pertinent material and inform the Department Head and the Chair of the School Personnel Development and Review Committee of his/her recommendation.

o) At this stage the candidate may review the electronic portfolio and may submit rebuttal comments to the Dean to be included in the electronic file. Regardless of the outcomes at the Department and Unit levels, all applications for promotion and/or tenure along with supporting materials are forwarded to the Office of Provost for review by the Provost and the Chancellor. The Chancellor may refer any case to the University Promotion and Tenure Committee for further review. Applications for reappointment stop here. Recommendations for reappointment are made by the Dean to the Provost.

p) The Chancellor will inform the candidate of the decision regarding promotion and/or tenure. The Provost will inform the candidate of the decision regarding reappointment.

q) Upon receipt of the Provost’s decision, the head will write a comprehensive summary statement to be included in the annual review. Reappointment materials will be returned at the annual review.

4.4.8 Consideration of Tenure for New Hires

With minor exceptions, the above procedure is followed for the review of a candidate being hired from outside the School of Music, Theatre and Dance into a tenured faculty position in the School of Music, Theatre and Dance. All materials are forwarded to the Provost who will make the final determination.