

Path to Promotion & Tenure

Academic Year 2026-27

Purpose of Tenure

FH 3.8.1 Purpose of Tenure. The purposes intended to be served by providing the protection of academic tenure to faculty members are to assure the faculty member's academic freedom and to help the institution attract and retain faculty members.



Roles and Responsibilities of Faculty

- Teaching**
 - Research/scholarship/creative activity**
 - Service**
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- All tenure-track faculty are expected to engage in all three professional activities; all three are necessary to achieve P&T (FH 3.2)**
 - Each department should have written criteria for promotion and tenure, which must be based on the Faculty Handbook, but may be more rigorous (FH 3.2).**

Hierarchy of Policies & Procedures

- US Constitution
- Federal Law
- State Constitution
- State Law
- UNC System Code & Manual
- App State Policy Manual
- Faculty Handbook
- AASOPS
- College Policy/Procedures
- Department Policy/Procedures



Reappointment

- Initial appointment to the rank of Assistant Professor is 4 years (FH 3.2.2(b))
 - Before the end of the 3rd year, the department APT Committee will meet to evaluate progress towards tenure and to vote on a recommendation for reappointment (FH 3.9.2)
 - Departmental Chair (FH 3.9.4)
 - Dean (FH 3.9.5)
 - » Provost (FH 3.9.6)

• Reappointment • Contract renewal • Mid-tenure review	} <i>Follow your departmental guidelines for submission of materials</i>
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Reappointment-not renewed

FH 3.9.6 Provost Determination. The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor's determination regarding reappointment of any faculty member shall be final. The Provost and Executive Vice Chancellor shall notify the faculty member of the final faculty employment decision in writing via a method that assures delivery and the letter shall include information regarding the review process in accordance with Chapter VI, Section 604 of The Code. There shall be no administrative appeal right unless a claim can be made under Chapter VI, Section 604 of The Code, that the decision was based on an Impermissible Basis.

FH 9.4 604 Campus Review of Faculty Employment Decisions (Reappointment, Tenure and Promotion). Tenure-track and tenured faculty members may request a review of a faculty employment decision to not reappoint, deny tenure, or deny promotion in accordance with Chapter VI, Section 604 of The Code and any accompanying policies or regulations in the UNC Policy Manual, including but not limited to UNC Policy 101.3.1.2[R].

Tenure and Promotion

- After reappointment, an Assistant Professor receives a second probationary term of 3 years (FH 3.2.2.(b))
 - Before the end of the 2nd year, the department APT Committee will meet to evaluate the candidate for permanent tenure and promotion (FH 3.10.2)
 - Departmental Chair (FH 3.10.3)
 - Dean (FH 3.10.4)
 - » Provost (FH 3.10.5)
 - » Chancellor Recommendation to Board of Trustees (FH 3.10.6)-
 - » **Board of Trustees, Final Decision (FH 3.10.7)**

Tenure and Promotion Recommendation

3.10.5 Provost Recommendation. The Provost...shall review the Dean's recommendation and all attached materials. The Provost...shall make a recommendation to the Chancellor for all positive decisions...In the case of negative decisions, the Provost shall notify the faculty member of the faculty employment decision in writing by that same deadline via a method that assures delivery and the letter shall include information regarding the review process in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.6 Chancellor Recommendation to the Board of Trustees. If the Chancellor supports the positive recommendation for promotion and tenure, the Chancellor shall forward it to the Board of Trustees for a final decision. If the Chancellor decides not to support the recommendation for promotion and tenure, the Chancellor shall notify the faculty member in writing of that decision and rationale...

3.10.7 Final Decision by Board of Trustees. For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

Tenure and Promotion-not conferred

If reappointment, promotion and tenure are not recommended: The faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis.

The Faculty Hearing Coordinating (FHC) Chair is a senior tenured faculty member with knowledge of university processes and procedures. The FHC Chair can help you learn more about your faculty rights and the remaining steps in the process.

Dr. Adam Newmark

Faculty Hearing Coordinating Chair, Professor of Political Science

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Impermissibles



An Impermissible Basis exists when the decision based on any of the following:

1. Exercise of rights guaranteed by the **First Amendment** of US Constitution or by Article I of the NC Constitution
2. The faculty member's membership in a group protected from **discrimination** under state or federal law
3. Other violations of **state or federal law**
4. **Material violation** of applicable university policies for reappointment, promotion, and tenure that materially affected the decision

Tenure Clock Extensions due to COVID

All faculty who were in their probationary period during the Spring 2020 semester, and who were not on approved full-time leave during 2019-20 academic year, received one year added to their probationary term.

During Spring 2021, a decision to add a second year to the probationary term was approved due to COVID.

By no later than June 1 of the calendar year of your original mandatory year to be considered, you must notify in writing your chair of your intent to submit a request to be considered that fall/spring.

Faculty member may decide prior to the department's portfolio submission deadline that you do not wish to be considered that fall/spring, you may withdraw your request and take the additional year.

See the policy and FAQs at:

<https://academicaffairs.appstate.edu/resources/tenure-clock-extensions-due-covid-19>



Stopping the “Tenure Clock”



Leaves of absence for medical or family reasons

FH 5.1.2 Effect of Leave on Tenure/PTR. Any academic year during which a Tenure-Track or Tenured Faculty member is on unpaid professional leave (See Section 5.2 below) or on paid/unpaid medical leave: (i) for more than twenty-five (25) class days of the academic calendar or (2) receives a total teaching-load reduction of more than six (6) credit hours per semester, excluding buyouts, will not count toward the faculty member’s tenure or PTR, unless the faculty member requests in writing to the Departmental Chair that it be counted.

Extraordinary circumstances

OP 3.5 Request to Extend the Probationary Period due to Extenuating Circumstances.

For extenuating circumstances outside of formal leave(s), a faculty member may submit to the Department Chair a written request to not count one specific academic year as part of the faculty member’s probationary period with respect to permanent tenure. Any such request should be submitted as soon as practicable, but no later than ninety (90) calendar days following the close of the academic year in which the circumstances occurred....

Tenure and Promotion to Associate

Academic tenure (FH 3.8.2)

- Minimum Criteria for Tenure. The conferral of tenure requires:
 - a doctorate or other appropriate terminal degree;
 - an assessment of the faculty member's demonstrated professional competence;
 - potential for future contributions;
 - commitment to effective teaching, research;
 - professional service to the University and the public; and
 - the needs and resources of Appalachian State University.

Promotion to Assoc. Professor (FH 3.2.3)

- Minimal criteria for consideration of promotion to the rank of associate professor are:
- the appropriate earned terminal degree from an accredited institution;
 - at least five (5) years of appropriate experience, unless there are exceptional circumstances;
 - recognized skill in teaching;
 - recognized accomplishment in research or other germane creative activity;
 - recognized accomplishment in professional service to the University and/or to the public; and
 - demonstrated willingness to participate in institutional affairs.

Tenure – A Few Things to Note

Exceptional Performance="Apply Early"

FH 3.2.2(e): Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

Handbook Choice

FH 3.2.2(e)(iii): An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their *application*. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

Promotion to Professor

FH 3.2.4 Professor. An initial appointment to the rank of Professor shall be made with permanent tenure.

- a. A Professor must possess at a minimum (except as provided in Section 3.3 below):
- b. the appropriate earned terminal degree from an accredited institution;
- c. at least ten (10) completed years of appropriate experience;
- d. recognized skill in teaching;
- e. demonstrated ability and participation in professional service to the University and/or public; and
- f. evidence of at least one of the following:
 - (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University or public; or
 - (2) outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity.

Promotion to Professor...

FH 3.2.3(e)(ii): An Associate Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at the time that the faculty member was tenured and promoted to the rank of associate professor or appointed with tenure at the rank of associate professor. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria. Should the faculty member take more than five (5) years to seek promotion to the rank of Professor, the candidate shall then be bound by the Department's criteria in place at the time they seek promotion.

The Recommendations



- Who is on the Appointment, Promotion & Tenure Committee (APT)?
 - All tenured members of the department
- Recommendations:
 - Per FH 3.10.2, the APT makes recommendations regarding promotion and tenure to the department chair.
 - The department chair makes a recommendation to the dean.
 - The dean sends his/her own recommendation, and those of the APT and the chair, to the Provost.

P&T Materials (*FH 3.10.1*)

The P&T Portfolio consists of the following parts: (1) the P&T Dossier and (2) the Collection of Artifacts/ Documentation appropriate to the faculty member's discipline.

- The dossier contains the exact same information for every candidate on campus (OP 3.2.1).
- The dossier must be submitted electronically (OP 3.3)—InfoReady
 - [InfoReady Promotion & Tenure Submission and Approval Guide](#) (Located on the Academic Affairs website)
 - [APPLY for Promotion & Tenure \(InfoReady- 'Promotion and Tenure AY 26-27'\)](#) (Located on the Academic Affairs website)
- The artifacts/documentation (3.2.2) will vary, as it will be specific to your discipline.

The P&T Dossier (*OP 3.2.1*)

OP 3.2.1 The P&T Dossier. The P&T dossier shall consist of the following and be placed in the following order:

- a. cover letter (maximum 3 pages);
- b. summary one-page vita;
- c. candidate's vita, including evidence related to teaching, research/creative endeavors, and service.

The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline;

- d. the P&T policies of the candidate's department/college/unit;

The P&T Dossier (*OP 3.2.1*)- continued

(Items e-g below should be no more than a total of 18 pages and each section should be no less than 2 pages.)

e. evidence of quality and effective teaching:

i. A narrative statement describing the candidate's teaching philosophy and experience.

ii. A discussion of three particularly notable indicators.

f. evidence of quality research/creative activities:

i. A narrative statement describing the candidate's research/ creative activities philosophy and experience.

ii. A discussion of three particularly notable indicators.

g. evidence of contributions to the department/college/university and/or the profession through service or outreach:

i. A narrative statement describing the candidate's service or outreach philosophy and experience.

ii. A discussion of three particularly notable indicators.

Notable Indicators?????

(Items e-g below should be no more than a total of 18 pages and each section should be no less than 2 pages.)

e. evidence of quality and effective teaching:

i. A narrative statement describing the candidate's teaching philosophy and experience.

ii. A discussion of three particularly **notable indicators**.

f. evidence of quality research/creative activities:

i. A narrative statement describing the candidate's research/ creative activities philosophy and experience.

ii. A discussion of three particularly **notable indicators**.

g. evidence of contributions to the department/college/university and/or the profession through service or outreach:

i. A narrative statement describing the candidate's service or outreach philosophy and experience.

ii. A discussion of three particularly **notable indicators**.

Example of a Notable Indicator

Notable Indicator #2: Served as an industry expert and consulted on the development of various insurance related laws.

Narrative spoke about:

- Examples of all of the articles written that related to the Notable indicator (peer reviewed and non peer reviewed)
- Examples of laws assisted with at various stages of draft
- Also had a letter of support from a Deputy Commissioner from another state in the Artifacts & Documents

The P&T Dossier (*OP 3.2.1*) - continued

- h. copies of Annual Reviews by the department chair;
- i. written recommendations of the department's APT Committee, chair, dean, and provost and executive vice chancellor will accompany the P&T dossier forwarded at each appropriate stage of the review;
- j. graduate faculty membership (optional): If also requesting or renewing graduate faculty membership, the faculty member will follow the process in section 6.1 of the Faculty Handbook.



Artifacts & Documents



OP 3.2.2 The Collection of Artifacts/Documentation. The collection of artifacts/documentation may include, but is not limited to, the following: books, articles, recordings, videos, texts of grants and /or works in progress, other creative scholarly work, students' reviews of teaching, peer observations of teaching, syllabi, sample student work, and letters documenting service. The materials should be submitted separately to the Department Chair for review by the APT committee.

Right to Speak to APT

OP 7.3.9 Applicant Presence at APT Committee Meeting. Any applicant being considered by the APT Committee may be present at the APT Committee meeting at which their candidacy will be considered for the sole purpose of presenting information and answering questions, but shall leave prior to any deliberation or vote.



What should you do in the year prior?

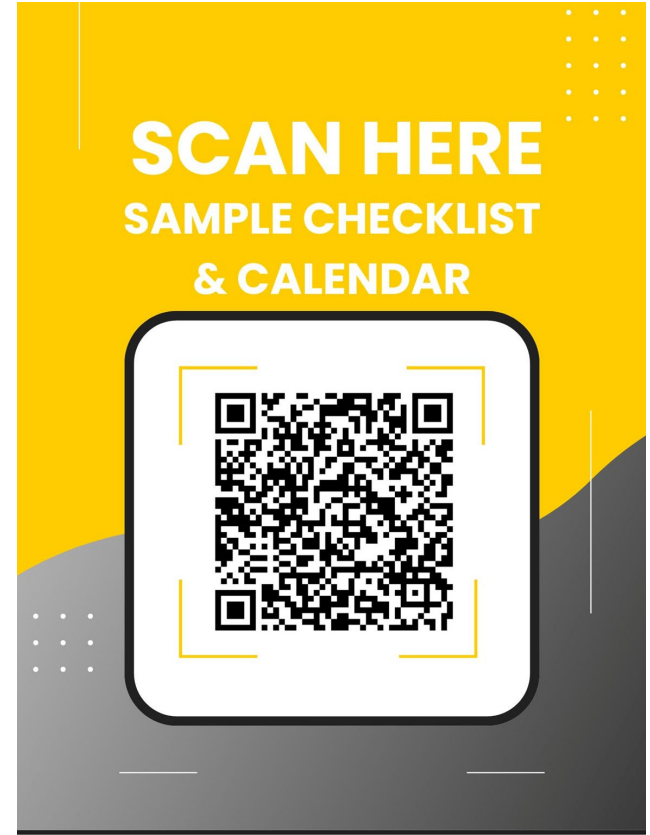
- Know your department's expectations
- Meet with your chair early and often
- Start collecting and organizing artifacts/documentation early on
- Keep your CV up-to-date
- Find a mentor
- Get help: from the CETLSS, from colleagues, from your chair
- Manage your time appropriately
 - Teach a summer course?
 - Lead a study abroad trip?
 - Start another new research project?
 - Accept an extra service commitment?

What should you do the year of?

- Know the deadline for submission of your materials
- Start compiling your dossier and artifacts that summer
- Draft your cover letter and narratives
- Collect any remaining relevant materials
- Organize your materials per the *Faculty Handbook* & AASOPS
- Compose your dossier and artifacts so that information is easy to find, read, and compare to your department's criteria – i.e., make it easy on the APT
- Ask a colleague or two to review your cover letter and narratives
- Talk with your chair

Last Few Thoughts

- Meeting minimum requirements is a prerequisite for consideration, not a guarantee of promotion and tenure
- Make the documents easy for the APT to navigate.
- Timelines (when are things due to the dean's office); varies by college.
- Find a “get it done” process that works for you
- Take a moment to CELEBRATE each stage of approval



Questions??



Feel free to contact me:

Dr. Cathy Marcum
Vice Provost Faculty Affairs &
Professional Development

APPSTATE



*Consider starting with your chair first