



Faculty Retention, Tenure, & Promotion (RTP) Policy Changes For 2023-2024 (Session-1 for Reviewers)

Presented by
Uma Iyer, Chair, Faculty RTP Policy Committee, &

Kyle Christmas, Academic Affairs

FCAM - Aug 22, 2023

FACULTY RTP POLICY COMMITTEE (2022-2023) MEMBERS

- **Bruster, Benita (Faculty, CoE)**
- **Berg, Elaine (Faculty, Library, Former Chair)**
- **Brown, Tucker (Senior Vice Provost and Associate VP for Academic Affairs)**
- **Choi, Pilsik (Faculty, CoB)**
- **Dunkle, Kallina (Faculty-at Large, Geography and Geology)**
- **Garber, Gina (Faculty, Library)**
- **Iyer, Uma (Faculty, CoBHS/FC, Chair)**
- **Lee, Leong (Faculty CoSTEM)**
- **Wadia, Mickey (Faculty, CoAL)**

CURRENT P&G DOCUMENT AND RELATED POLICIES

- RTP Procedures and Guidelines Document (RTP P&G)
- Policies Referenced in the RTP P&G:
 - Policy on Academic Tenure (APSU Policy 1:025)
 - Policy on Academic Promotion (APSU Policy 2:063)
 - Policy on Faculty Appointments (APSU Policy 2:051)
 - Policy on Academic Freedom and Responsibility (APSU Policy 2:052)
 - Faculty Discipline and Performance Improvement Policy (APSU Policy 2:066)
 - Leave Policies (APSU 5:020)

Faculty RTP Related Webpages

- [RTP Webpage](https://www.apsu.edu/academic-affairs/faculty/rtp/index.php) - <https://www.apsu.edu/academic-affairs/faculty/rtp/index.php>
 - [E-Dossier](#)
 - [RTP Calendar](#)
 - [2023-2024 Personnel Actions \(Retention, Tenure, and Promotion\)](#)
 - [RTP Criteria by Department - \(New Criteria effective Aug. 1, 2023\)](#)- <https://www.apsu.edu/academic-affairs/faculty/rtp/department-rtp-criteria.php>
 - [Watermark](#)

APSU Calendar for Faculty Personnel Actions 2023–2024

Note that all actions are due by 11:59 p.m. on the date specified.

| Retention and Tenure | | | Promotion to Full Professor | | |
|--|---|--|------------------------------------|---|--|
| Row | ACTION | Date | Row | ACTION | Date |
| 1 | Workflows built and prepared for launch to candidates | On or before Monday April 3, 2023 | 1 | Candidate notifies Chair, Dean, and the Provost's Office, via email, of intention to seek promotion | April 3, 2023 – May 5, 2023 |
| 2 | E-Dossier Workflows Launched | Monday April 3, 2023 | 2 | E-Dossier Workflows Launched | Monday April 3, 2023 |
| 3 | E-Dossiers Due | Friday September 8, 2023 | 3 | E-Dossiers Due | Friday September 8, 2023 |
| 4 | E-Dossiers Available to Department Committees, Chairs, and Deans for Review | Monday September 11, 2023 | 4 | E-Dossiers Available to Department Committees, Chairs, and Deans for Review | Monday September 11, 2023 |
| 5 | Deadline for Department Committees' Signed Written Reports | Monday October 2, 2023 | 5 | Deadline for Department Committees' Signed Written Reports | Monday October 2, 2023 |
| 6 | Deadline for Chairs' Signed Written Reports | Tuesday October 10, 2023 | 6 | Deadline for Chairs' Signed Written Reports | Tuesday October 10, 2023 |
| 7 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions | On or before Tuesday October 17, 2023 | 7 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions | On or before Tuesday October 17, 2023 |
| 8 | E-Dossiers Available to College Committees for Review | Tuesday October 17, 2023 | 8 | E-Dossiers Available to College Committees for Review | Tuesday October 17, 2023 |
| 9 | Deadline for College Committees' Signed Written Reports to Candidates | Friday November 17, 2023 | 9 | Deadline for College Committees' Signed Written Reports to Candidates | Friday November 17, 2023 |
| 10 | Deadline for Deans' Signed Written Recommendation | Wednesday November 22, 2023 | 10 | Deadline for Deans' Signed Written Recommendation | Wednesday November 22, 2023 |
| Retention for Years 3, 5, and 6 | | | | | |
| 11 | Deadline for Candidates to Appeal the Dean's Negative Decision to the University RTP Appeals Board | On or before Friday December 1, 2023 | 11 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative College Actions | On or before Friday December 1, 2023 |
| 12 | Deadline for RTP Appeals Board's Recommendation regarding Dean's negative decision | Friday December 15, 2023 | 12 | Deadline for Provost's Signed Written Recommendation | Monday December 18, 2023 |
| 13 | Deadline for Provost's Signed Written Decision on Appeal | Monday January 8, 2024 | 13 | Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board | Tuesday January 9, 2024 |
| Retention for Year 4 and Tenure | | | | | |
| 14 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative College Actions | On or before Friday December 1, 2023 | 14 | Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision | Monday January 22, 2024 |
| 15 | Deadline for Provost's Decision | Monday December 18, 2023 | 15 | Deadline for President's Decision | Friday February 2, 2024 |
| 16 | Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board | Tuesday January 9, 2024 | | | |
| 17 | Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision | Monday January 22, 2024 | | | |
| 18 | Deadline for President's Signed Written Decision on Appeal | Friday February 2, 2024 | | | |

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

The University RTP Appeals Board is appointed by October 2, 2023.

RTP Policy Changes

(1 of 3)

1. Enhanced Peer Review of Teaching (EPRT) – Full Implementation:

Fall 2023 onwards

(First in E-Dossier by Fall 2024 – Reminder as per the posted Timeline)

Reminder - Narrative Reflective Analysis of Student Evaluations should be added to E-dossier by everyone undergoing a review



RTP Policy Changes

(2 of 3)

2. Second Year Retention Review Removed
(No more Spring Reviews)



APSU Calendar for Faculty Personnel Actions 2023–2024

Note that all actions are due by 11:59 p.m. on the date specified.



| Retention and Tenure | | |
|-----------------------------|---|--|
| Row | ACTION | Date |
| 1 | Workflows built and prepared for launch to candidates | On or before Monday April 3, 2023 |
| 2 | E-Dossier Workflows Launched | Monday April 3, 2023 |
| 3 | E-Dossiers Due | Friday September 8, 2023 |
| 4 | E-Dossiers Available to Department Committees, Chairs, and Deans for Review | Monday September 11, 2023 |
| 5 | Deadline for Department Committees' Signed Written Reports | Monday October 2, 2023 |
| 6 | Deadline for Chairs' Signed Written Reports | Tuesday October 10, 2023 |
| 7 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions | On or before Tuesday October 17, 2023 |
| 8 | E-Dossiers Available to College Committees for Review | Tuesday October 17, 2023 |
| 9 | Deadline for College Committees' Signed Written Reports to Candidates | Friday November 17, 2023 |
| 10 | Deadline for Deans' Signed Written | Wednesday |



| Promotion to Full Professor | | |
|------------------------------------|---|--|
| Row | ACTION | Date |
| 1 | Candidate notifies Chair, Dean, and the Provost's Office, via email, of intention to seek promotion | April 3, 2023 – May 5, 2023 |
| 2 | E-Dossier Workflows Launched | Monday April 3, 2023 |
| 3 | E-Dossiers Due | Friday September 8, 2023 |
| 4 | E-Dossiers Available to Department Committees, Chairs, and Deans for Review | Monday September 11, 2023 |
| 5 | Deadline for Department Committees' Signed Written Reports | Monday October 2, 2023 |
| 6 | Deadline for Chairs' Signed Written Reports | Tuesday October 10, 2023 |
| 7 | Deadline for Candidates to Submit Optional Two-page Written Response to Two Negative Department Actions | On or before Tuesday October 17, 2023 |
| 8 | E-Dossiers Available to College Committees for Review | Tuesday October 17, 2023 |
| 9 | Deadline for College Committees' Signed Written Reports to Candidates | Friday November 17, 2023 |
| 10 | Deadline for Deans' Signed Written Recommendation | Wednesday November 22, 2023 |

RTP Policy Changes

(3 of 3)

3. Granting of Tenure comes with Promotion to Associate Professor
(No need for separate e-dossiers)



Newly Formatted RTP P&G Document –

Issue Date – April 27, 2023

- Overall format change – single column document - 35 Pages
 - Re-organization of content (Refer TOC)
 - Retained original content to the extent possible
 - Incorporated language to reflect policy changes and procedural changes (due to Watermark)
 - Link to the Final Version of RTP Procedures and Guidelines Document

https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf

Introduction

The following Retention, Tenure, and Promotion (RTP) Procedures and Guidelines of Austin Peay State University (APSU) apply to all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University policy.

Integrity and honesty by the faculty member and all review committee members including Chairs, Deans, Provost, and President in the RTP process is of utmost importance. It is incumbent upon the faculty member applying for RTP to review all documentation submitted within the electronic dossier (e-dossier) or any accompanying information and attest to its accuracy and truthfulness. All levels of review have the onus of verifying the information or documentation submitted. Any questions, documentation, or additional information discovered at any point in the RTP process related to the applicant's integrity or truthfulness can be considered by the appropriate review level throughout the entirety of the RTP process.

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CONSIDERATION FOR TENURE

Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. The President has the authority to recommend tenure or to continue faculty members in probationary status.

Calendar for Faculty Personnel Actions

Current reports/recommendations of all personnel actions made at every level shall be available to the faculty member, departmental chair/director and Dean on a timetable consistent with the Calendar for Faculty Personnel Actions. The Calendar for Faculty Personnel Actions is established and prepared by the Provost. All departmental and college-level reviews occur in the fall semester. Any questions concerning adjustments to the established dates on the calendar shall be addressed by the Office of Academic Affairs.

CRITERIA TO BE CONSIDERED IN TENURE RECOMMENDATIONS

Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas of academic assignment, scholarly and creative activities, and service.

Retention: Since initial appointment at Austin Peay State University and including year-to-year activity in the three areas under review;

Tenure: since initial appointment at Austin Peay State University; and

Promotion: since initial appointment at Austin Peay State University or date of last promotion at Austin Peay State University, whichever is more recent.

General Criteria for Evaluation of Faculty Members

1. Teaching Effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University; and

Addition of the Role of Presiding Officer in RTP Meetings in the RTP P&G

Selection and Role of the Presiding Officer in RTP Meetings

All personnel committees will select a presiding officer, who shall be a voting member of the committee. Ideally selection of the presiding officer should occur in the Spring Semester prior to e-dossiers closing to allow for appropriate creation of e-dossiers and the workflow. At a minimum, selection should occur in advance of the meeting.

The presiding officer shall manage the meeting. The presiding officer will select a committee member to take notes to provide a summary statement reflecting the strengths and weaknesses noted during the review of each e-dossier. These notes can be used as reference material for the written report.

At the departmental level the Chair/Director may participate in the discussion. If the committee wishes to discuss a candidate without the presence of the chair, the presiding officer should set aside a time period in which the departmental committee can discuss the candidate freely without the presence of the chair. The department chair may be recalled to the room at any time during the process if the committee wishes further input. The chair must leave the room when it is time to cast final ballots.

At the college level the Dean may participate in the discussion and members of the committee may solicit documented information from the Dean or other persons from the college who are not members of the committee (for example, the departmental chair/director, departmental representative or others from the department of the faculty member under review). Prior to the college committee members casting their final votes, the presiding officer should set aside time for the college committee to discuss the candidate freely without the presence of the Dean. The Dean must leave the room when it is time to cast final ballots.

EXAMPLES OF RE-ORGANIZATION OF CONTENT

- Overview – Page 3
- [Candidate and Departmental Responsibilities](#) - Page 5
- Required Materials to Include in your e-Dossier (old organization of materials) - Page 7
- Composition of Review Committees - Page 17
- RTP Review [Procedures](#) – Page 19
 - (old “General Organization and Procedures for Personnel Committees”)
 - Documents Not Ordinarily Part of e-Dossier Content Requirements - Page 23, Placement* Page 25
 - Guidelines for Voting, Recommendations, and Reports – Page 26
 - Who Signs Reports? – Page 28
- Formal Appeals and Informal Optional Written Responses – Page 31

*(Old “Placement of Documents Not Ordinarily Meeting Content and Order Requirements in the E-dossier”)

E-DOSSIER REVIEW SCHEDULE

(ALL E-DOSSIERS DUE IN

| | In AY Fall 23-Spring 24 Faculty Status | In AY Fall 24-Spring 25 Faculty Status | Dossier Review In Fall 2024 | Dossier Review In Fall 2025 |
|--|---|---|--|--|
| Faculty Hired: Fall 2023 - No prior Credit | 1 st Year Faculty | 2 nd Year Faculty | Dossier Submission/ Review for Retention for 3 rd Year | Dossier Submission/ Review for Retention for 4 th Year |
| Faculty Hired: Fall 2023 - With 1 Year of Prior Credit towards Tenure | Technically 2 nd Year Faculty | Technically 3 rd Year Faculty | Dossier Submission/ Review for Retention for 4 th Year | Dossier Submission/ Review for Retention for 5 th Year |
| Faculty Hired: Fall 2023 - With 2 Years of Prior Credit towards Tenure | Technically 3 rd Year Faculty | Technically 4 th Year Faculty | Dossier Submission / Review for Retention for 5 th Year | Dossier Submission/ Review for Retention for 6 th Year |
| Faculty Hired: Fall 2023 - With 3 Years of Prior Credit towards Tenure | Technically 4 th Year Faculty | Technically 5 th Year Faculty | Dossier Submission/ Review for Retention for 6 th Year | Dossier Submission/ Review for Tenure (with Promotion to Associate Professor) |

Q&A

Thank You!

Have a great Fall 2023 Semester!

Contact info for Uma Iyer

iyeru@apsu.edu

Extn. 6331

Contact info for Kyle Christmas

christmask@apsu.edu

Extn. 7992