

## Tenure Timeline 2023-2024 -Final

The Promotion and Tenure Committee will determine specific dates to fit this timeline each year.

Deadline	Person	Step	Action
Last two weeks of April	VPSL	1.	<b>Notifies</b> potential candidates for tenure and/or promotion of their eligibility to apply. <b>Includes</b> links to RSCC promotion and tenure policies.
Late August	VPSL	2.	<b>Notifies</b> potential candidates for tenure and or promotion that the deadline to declare candidacy is the last Friday in October. <b>Notifies</b> faculty senate president of the senate’s responsibility to submit one tenured faculty member’s name from each division and a tenured faculty member’s name from the library, as potential members for either the Promotion and Tenure Committee (PT Committee) or the Hearing Committee (H Committee). Some consideration should also be given to racial, gender, and ethnic balance.
September Faculty Senate Meeting	Senate President	3.	<b>Appoints</b> the required number of tenured faculty members and <b>submits</b> their names to the VPSL.
Late September / early October	VPSL	4.	<b>Selects</b> a tenured faculty member from each division and a tenured faculty member from the library and from the compiled list of names selects the faculty to recommend to the president to serve on the PT Committee. The remaining faculty comprise the H Committee. The ex-officio PT Chair serves in an advisory capacity to the PT Committee.
Late Sept/early October	President / VPSL	5.	The PT and H Committees are appointed by the president upon recommendations made by the VPSL and the faculty senate president. Upon receiving confirmation from the President, the VPSL notifies RSCC faculty of the composition of both committees.
Mid-October	VPSL/ PT Committee	6.	<b>Calls</b> a meeting of the PT Committee to discuss procedures, guidelines, and duty lists and <b>assists</b> the committee in accomplishing the following tasks: a. <b>Elect</b> a PT Committee chair b. <b>Insert</b> specific dates within the framework of the policy timelines c. <b>Assign</b> monitors to division PRGs, with no monitors serving their own divisions
Mid to late October	VPSL	7.	<b>Distributes</b> the promotion and tenure timeline via email to all faculty members and <b>provides</b> links to RSCC’s promotion and tenure policies.
10/18	Candidates	8.	Faculty eligible for tenure and/or promotion <b>declare</b> their candidacy in writing to the appropriate academic dean/library director and VPSL.
10/19-10/20	Deans/ Library Director	9.	<b>Send</b> list of promotion/tenure candidates, list of PRG faculty, and list of remaining tenure-track faculty to VPSL.
10/23-10/27	VPSL	10.	<b>Distributes</b> via email the promotion/tenure timeline and portfolio guidelines to declared candidates along with links to the promotion/tenure policies. <b>Sends</b> names of declared candidates, PRG members, and remaining tenure-track faculty to the PT Committee.
11/6-11/10	PT Committee Chair	11.	<b>Emails</b> PT Committee members instructions for conducting initial PRG meeting or calls a meeting to explain the instructions.
11/13-11/30	Monitors	12.	<b>Contact</b> the deans to request that PRG meeting be included on the agenda for spring in-service division meeting.
12/1	Deans/ Library Director	13.	<b>Notify</b> monitors of date, location, and time of PRG meeting during in-service division meeting.

1/10 at 6 p.m.	<b>Candidates</b>	14.	<b>Submit</b> electronic portfolios to academic deans or library director. Candidates who are eligible for both tenure and promotion prepare one portfolio to suffice for both categories. Candidates must submit an electronic portfolio via a Momentum shell.
1/2-1/12	<b>Monitors</b>	15.	<b>Meet</b> with assigned PRG to accomplish the following tasks: a. Verify tenured faculty <b>ONLY</b> are present. b. Introduce list of divisional promotion/tenure candidates. c. Discuss provisions for absentee voting d. Provide information and guidelines. e. Elect peer review group chair (PRGC) and alternate f. Give PRG the opportunity to initiate discussion about the candidates. g. Discuss with the PRGC his or her responsibilities. Provide duty sheet, list of PRG names, and list of remaining tenure-track faculty. <b>Within ten days, using input from the PRG Chairs, set the date for the PRG voting meeting.</b> The voting meeting must be completed during the last two weeks of February.
1/15	<b>Deans/ Library Director</b>	16.	<b>Review</b> portfolios for completeness and <b>ensure</b> that candidates have addressed all criteria. All credential changes must be complete; degrees must have been awarded although official transcripts may be submitted at a later date. <b>Insert</b> the appropriate number of faculty evaluation summary forms. <b>Attach</b> a verification of review roster to portfolios to facilitate circulation. <b>Notify</b> monitors and PRG Chair that portfolios are ready for review by PRG members. <b>Send</b> list of names of the PRG members, PT Committee, and Hearing Committee to the tenure/promotion candidates.
1/15	<b>Monitors</b>	17.	<b>Email</b> the PRGC to confirm the date, time, and location of the voting meeting. <b>Include</b> the guidelines for absentee voting. Absentee votes by PRG members are discouraged but acceptable under the following conditions: a. Requests for absentee ballots must be approved at least two weeks in advance by the promotion and tenure monitor. Absentee ballots will be approved for faculty who are unable to vote in person due to teaching schedule, professional travel, or approved leave. b. In order to accommodate extenuating circumstances, an absentee ballot may be approved if the monitor and the promotion tenure chair agree that one is warranted. c. The authorization, distribution, and collection of absentee votes will be handled uniformly across the college. Monitors will provide a ballot along with a self-addressed return envelope to each approved absentee voter. Absentee votes must be turned in to the promotion/tenure monitor no later than noon on the day before the voting meeting. Only ballots returned in pre-addressed envelopes will be accepted.

1/16-1/19	<b>PRG Chairs</b>	18.	<p><b>Email</b> the date, time, and location of the voting meeting along with absentee balloting information to the PRG and the link to <a href="#">Form E</a>. <b>Copy</b> the email to the monitor.</p> <p>Faculty have the option to either bring their completed forms (<a href="#">Form E</a>) for each tenure-track faculty member to the voting meeting or they can complete <a href="#">Form E</a> during the meeting.</p> <p><b>Email</b> each candidate to provide the date, time, and location of the voting meeting. Include the information that the candidate may request an interview with the PRG by notifying the PRGC at least two days prior to the meeting. <b>Copy</b> the email to monitor.</p> <p><b>Contact</b> each candidate to decide upon a mutually agreeable place for the candidate to be available during the voting meeting in the event that the PRG or the candidate requests an interview. The location should not be in the immediate vicinity of the voting meeting.</p> <p><b>Email</b> the monitor the location agreed upon and if an interview has been requested. <b>Copy</b> the email to the candidate.</p>
1/22– 1/26	<b>PRG Chairs</b>	19.	<p><b>Make</b> electronic portfolios (with verification of review rosters attached) available within the division to the peer review group members at least two weeks before the voting meeting(s). <b>Make</b> appropriate arrangements to allow PRG members at various campuses to access the portfolios.</p>
1/22– 2/2	<b>PRG / PRG Chairs</b>	20.	<p><b>Review</b> portfolios and sign the verification of review roster. Peer review group chairs secure possession of the portfolios at the end of the review period.</p>
2/12 – 2/23	<b>PRG / PRG Chairs/ Monitors</b>	21.	<p><b>Meet</b> to vote. The PRG Chair <b>sends out the link to the online</b> portfolios to the peer review group meeting for referencing candidate credentials. The PRG Chair <b>verifies</b> attendance. Tenured candidates for promotion are entitled to vote on all other candidates for tenure and promotion but must not be present during consideration of their own candidacy. The PRG Chair <b>conducts</b> the meeting.</p> <p><b>Monitors must be present for the entire meeting. No discussion should take place during the meeting without the monitor being present.</b></p> <p>Interviewing: Interviews with the candidates are optional but may be requested by either the PRG or the candidate. Candidates may be questioned only in the following areas: job description, policy criteria, and faculty evaluation criteria. After the interview the candidates must leave the room.</p> <p><b>Voting on candidates for promotion/tenure:</b> The PRG Chair <b>states:</b> “In all cases, peer groups have qualified privilege of academic confidentiality against disclosure of individual tenure and promotion votes unless there is evidence that casts doubt upon the integrity of the peer group.” The PRG’s action is recommended based upon a majority vote of the tenured faculty voting. After secret balloting, the monitor <b>seals</b> the ballots and <b>holds</b> for tally with the PT Chair.</p> <p><b>Providing feedback for Probationary Faculty:</b> The monitor <b>distributes</b> tenure-track feedback forms (Form E) for other tenure-track faculty and <b>offers</b> opportunity for discussion. Monitor <b>seals</b> the completed forms in an envelope and <b>gives</b> them to the dean/library director.</p> <p>The PRG Chair <b>returns</b> the portfolio forms to the dean after the meeting has ended.</p>
Within one working day after PRG voting meeting	<b>P/T Chair &amp; Monitor</b>	22.	<p><b>Ballot Tallying:</b> The ballots are <b>tallied, verified</b> and <b>recorded</b> by the assigned monitor and the Chair of the PT Committee. Forms A and B and/or Forms C and D are completed and signed.</p>

Within two working days after PRG voting meeting	<b>P/T Chair</b>	23.	<p>a. <b>Sends</b> candidates' individual recommendation forms to the appropriate dean/library director. If a dean/library director is a candidate for tenure/promotion, <b>sends</b> the recommendation form to the VPSL.</p> <p>b. <b>Sends</b> PRG's summary sheets (forms B and D) of all recommended actions for tenure/promotion to appropriate dean/library director with a copy to the VPSL.</p> <p>c. <b>Types</b> all comments recorded on ballots and <b>gives</b> to appropriate dean/library director. Does not email. <b>Retains</b> a copy of the compiled comments.</p> <p>d. <b>Keeps</b> ballots and compiled comments until final decision from TBR and then <b>shreds</b> them.</p>
Within three working days after PRG voting meeting	<b>Deans/ Library Director</b>	24.	<p>a. <b>Complete</b> individual recommendation Forms A and/or C.</p> <p>b. <b>Give</b> verbal notification to the candidate as to whether he/she has been recommended for tenure/promotion by peer review group and dean/library director. If the candidate is not recommended, <b>provide</b> the candidate a written explanation for the decision and <b>inform</b> the candidate of the appeals process.</p> <p>c. <b>Share</b> the outcome of the PRG vote and the dean/library director's recommendation with the PRG.</p> <p>d. <b>Send</b> portfolio forms and compiled comments, including any written explanations for denial, to VPSL for review and recommendation.</p>
Within seven working days of notification	<b>Candidates</b>	25.	<b>May institute</b> Appeals Process.
Within three working days of candidate's notification of appeal	<b>VPSL</b>	26.	<b>Notifies</b> PT or H committee members of an appeal. If the candidate chooses the H Committee, <b>designates</b> one member to facilitate first meeting of H Committee, at which time the H Committee will select a chair. If the candidate chooses the PT Committee, <b>directs</b> the PT committee chair to facilitate the first meeting and continue to serve as chair. <b>Gives</b> the appropriate chair the written explanation for denial, the link to the online portfolio, the PRG tally, and compiled comments.
Within twenty working days of notification by VPSL	<b>PT Committee or Hearing Committee Chair</b>	27.	<b>Gives</b> the committee's recommendation to the VPSL
Within five working days of receipt of the recommendation from the PT or H Committee	<b>VPSL</b>	28.	<p>a. <b>Reviews</b> PRG's, dean's/library director's recommendations and any PT's or H Committee's findings.</p> <p>b. <b>Decides</b> whether to endorse or reconsider dean's / library director's recommendations and <b>notifies</b> the candidates and appropriate deans / library director of his decisions. If a decision is to endorse a denial of tenure or promotion, <b>notifies</b> the candidate of his right to appeal to the President.</p> <p>c. <b>Provides</b> PT or H Committee's report to the affected candidate and to the appropriate dean / library director and <b>decides</b> if further dissemination of the report is desirable.</p> <p>d. <b>Completes</b> Forms A and/or C and <b>gives</b> to the president for consideration.</p> <p>e. <b>Holds</b> all candidates' online portfolios until the Board of Regents reaches its decision.</p>
Upon receiving VPSL recommendation	<b>Deans/ Library Director</b>	29.	<b>Notify</b> PRG of VPSL's recommendation.

2/26 – 3/1	<b>P/T Chair &amp; P/T Committee VPSL</b>	30.	<b>Meet</b> to make recommendations for process improvement and <b>submit</b> recommendations to VPSL. VPSL <b>receives</b> recommendations from PT Committee regarding process improvements and <b>decides</b> if implementation is appropriate.
4/11– 4/29	<b>President</b>	31.	<b>Recommends</b> a list of promotion and tenure candidates to the TBR Chancellor. <b>Emails</b> or <b>calls</b> individual candidates who are not being recommended. Then <b>emails</b> list of recommended candidates to all faculty. <b>Completes</b> Forms A and/or C and <b>returns</b> to VPSL.
June	<b>TBR</b>	32.	<b>Makes</b> the final decision during its regularly scheduled meeting during the third week of June.
July	<b>President</b>	33.	<b>Within 10 days of Board action, provides</b> notification to the candidates of TBR action. <b>Emails</b> faculty and staff of TBR decision.
July	<b>VPSL</b>	34.	<b>Duplicates</b> Forms A and/or C to be included in candidate’s portfolio and <b>sends</b> original forms to Human Resources to be filed. <b>Retains</b> the Promotion and Tenure Summary Sheet Recommendation Forms B and D.
August	<b>VPSL</b>	35.	<b>Returns</b> tenure/promotion online portfolios to deans/library director for distribution to candidates. <b>Shreds</b> all compiled comments.
August	<b>PT Chair</b>	36.	<b>Shreds</b> ballots and compiled comments after announcement of TBR’s decision.