

Tenure Timeline 2019-2020 - 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.	Notifies potential candidates for tenure and/or promotion of their eligibility to apply. Includes links to RSCC promotion and tenure policies.
Late August	VPSL	2.	Notifies potential candidates for tenure and or promotion that the deadline to declare candidacy is the last Friday in October. Notifies 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.	Appoints the required number of tenured faculty members and submits their names to the VPSL.
Late September / early October	VPSL	4.	Selects 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.	Calls a meeting of the PT Committee to discuss procedures, guidelines, and duty lists and assists the committee in accomplishing the following tasks: a. Elect a PT Committee chair b. Insert specific dates within the framework of the policy timelines c. Assign monitors to division PRGs, with no monitors serving their own divisions
Mid to late October	VPSL	7.	Distributes the promotion and tenure timeline via email to all faculty members and provides links to RSCC's promotion and tenure policies.
10/23	Candidates	8.	Faculty eligible for tenure and/or promotion declare their candidacy in writing to the appropriate academic dean/library director and VPSL.
10/24-10/25	Deans / Library Director	9.	Send list of promotion/tenure candidates, list of PRG faculty, and list of remaining tenure-track faculty to VPSL.
10/28-11/1	VPSL	10.	Distributes via email the promotion/tenure timeline and portfolio guidelines to declared candidates along with links to the promotion/tenure policies. Sends names of declared candidates, PRG members, and remaining tenure-track faculty to the PT Committee.
11/11-11/15	PT Committee Chair	11.	Emails PT Committee members instructions for conducting initial PRG meeting or calls a meeting to explain the instructions.
11/18-12/2	Monitors	12.	Contact the deans to request that PRG meeting be included on the agenda for spring in-service division meeting.
12/2	Deans / Library Director	13.	Notify monitors of date, location, and time of PRG meeting during in-service division meeting.

1/13	Candidates	14.	Submit portfolios to academic deans or library director. Candidates who are eligible for both tenure and promotion prepare one portfolio to suffice for both categories. In addition to the printed portfolio, candidates may submit an electronic portfolio. The two versions must be identical.
1/4-1/17	Monitors	15.	<p>Meet with assigned PRG to accomplish the following tasks:</p> <ul style="list-style-type: none"> a. Verify tenured faculty ONLY 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. <p>Within ten days, using input from the PRG Chairs, set the date for the PRG voting meeting. The voting meeting must be completed during the last two weeks of February.</p>
1/17	Deans / Library Director	16.	<p>Review portfolios for completeness and ensure 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.</p> <p>Insert the appropriate number of faculty evaluation summary forms.</p> <p>Attach a verification of review roster to portfolios to facilitate circulation.</p> <p>Notify monitors and PRG Chair that portfolios are ready for review by PRG members.</p> <p>Send list of names of the PRG members, PT Committee, and Hearing Committee to the tenure/promotion candidates.</p>
1/17	Monitors	17.	<p>Email the PRGC to confirm the date, time, and location of the voting meeting. Include the guidelines for absentee voting. Absentee votes by PRG members are discouraged but acceptable under the following conditions:</p> <ul style="list-style-type: none"> 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.

1/21-1/22	PRG Chairs	18.	<p>Email the date, time, and location of the voting meeting along with absentee balloting information to the PRG and the link to Form E. Copy the email to the monitor.</p> <p>Faculty have the option to either bring their completed forms (Form E) for each tenure-track faculty member to the voting meeting or they can complete Form E during the meeting.</p> <p>Email 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. Copy the email to monitor.</p> <p>Contact 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>Email the monitor the location agreed upon and if an interview has been requested. Copy the email to the candidate.</p>
1/23 – 1/24	PRG Chairs	19.	<p>Make 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). Make appropriate arrangements to allow PRG members at various campuses to access the portfolios.</p>
1/27 – 2/7	PRG / PRG Chairs	20.	<p>Review 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>
2/17 – 2/28	PRG / PRG Chairs/ Monitors	21.	<p>Meet to vote. The PRG Chair takes the portfolios to the peer review group meeting for referencing candidate credentials. The PRG Chair verifies 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 conducts the meeting.</p> <p>Monitors must be present for the entire meeting. No discussion should take place during the meeting without the monitor being present.</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>Voting on candidates for promotion/tenure: The PRG Chair states: “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 seals the ballots and holds for tally with the PT Chair.</p> <p>Providing feedback for Probationary Faculty: The monitor distributes tenure-track feedback forms (Form E) for other tenure-track faculty and offers opportunity for discussion. Monitor seals the completed forms in an envelope and gives them to the dean/library director.</p> <p>The PRG Chair returns the portfolios to the dean after the meeting has ended.</p>
Within one working day after PRG voting meeting	P/T Chair & Monitor	22.	<p>Ballot Tallying: The ballots are tallied, verified and recorded 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	P/T Chair	23.	<p>a. Sends candidates' individual recommendation forms to the appropriate dean/library director. If a dean/library director is a candidate for tenure/promotion, sends the recommendation form to the VPSL.</p> <p>b. Sends 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. Types all comments recorded on ballots and gives to appropriate dean/library director. Does not email. Retains a copy of the compiled comments.</p> <p>d. Keeps ballots and compiled comments until final decision from TBR and then shreds them.</p>
Within three working days after PRG voting meeting	Deans / Library Director	24.	<p>a. Complete individual recommendation Forms A and/or C and add them to candidate's portfolio.</p> <p>b. Give 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, provide the candidate a written explanation for the decision and inform the candidate of the appeals process.</p> <p>c. Share the outcome of the PRG vote and the dean/library director's recommendation with the PRG.</p> <p>d. Send portfolios and compiled comments, including any written explanations for denial, to VPSL for review and recommendation.</p>
Within seven working days of notification	Candidates	25.	May institute Appeals Process.
Within three working days of candidate's notification of appeal	VPSL	26.	Notifies PT or H committee members of an appeal. If the candidate chooses the H Committee, designates 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, directs the PT committee chair to facilitate the first meeting and continue to serve as chair. Gives the appropriate chair the written explanation for denial, the portfolio, the PRG tally, and compiled comments.
Within twenty working days of notification by VPSL	PT Committee or Hearing Committee Chair	27.	Gives the committee's recommendation to the VPSL
Within five working days of receipt of the recommendation from the PT or H Committee	VPSL	28.	<p>a. Reviews PRG's, dean's/library director's recommendations and any PT's or H Committee's findings.</p> <p>b. Decides whether to endorse or reconsider dean's / library director's recommendations and notifies the candidates and appropriate deans / library director of his decisions. If a decision is to endorse a denial of tenure or promotion, notifies the candidate of his right to appeal to the President..</p> <p>c. Provides PT or H Committee's report to the affected candidate and to the appropriate dean / library director and decides if further dissemination of the report is desirable.</p> <p>d. Completes Forms A and/or C and gives to the president for consideration.</p> <p>e. Holds all candidates' portfolios until the Board of Regents reaches its decision.</p>

Upon receiving VPSL recommendation	Deans / Library Director	29.	Notify PRG of VPSL's recommendation.
2/27 – 3/1	P/T Chair & P/T Committee VPSL	30.	Meet to make recommendations for process improvement and submit recommendations to VPSL. VPSL receives recommendations from PT Committee regarding process improvements and decides if implementation is appropriate.
4/1 – 4/30	President	31.	Recommends a list of promotion and tenure candidates to the TBR Chancellor. Emails or calls individual candidates who are not being recommended. Then emails list of recommended candidates to all faculty. Completes Forms A and/or C and returns to VPSL.
June	TBR	32.	Makes the final decision during its regularly scheduled meeting during the third week of June.
July	President	33.	Within 10 days of Board action, provides notification to the candidates of TBR action. Emails faculty and staff of TBR decision.
July	VPSL	34.	Duplicates Forms A and/or C to be included in candidate's portfolio and sends original forms to Human Resources to be filed. Retains the Promotion and Tenure Summary Sheet Recommendation Forms B and D.
August	VPSL	35.	Returns tenure/promotion portfolios to deans/library director for distribution to candidates. Shreds all compiled comments.
August	PT Chair	36.	Shreds ballots and compiled comments after announcement of TBR's decision.