

GUIDELINES: REQUIRED DOCUMENTATION FOR RIT'S TENURE AND PROMOTION PROCESSES

These guidelines outline the documentation required by the provost and the president related to RIT's tenure and promotion processes to include: tenure and promotion to associate professor, promotion to full professor, promotion to senior lecturer, promotion to principal lecturer, promotion to associate or full research professor, and mid-tenure comprehensive review.

A. Documentation

1. Documentation listed in Section One and Section Two for each process should be submitted to the Office of Faculty Affairs for all candidates.
2. Student evaluations should be retained by the college's Dean's Office and be easily available if requested.
3. College tenure committees may require additional documentation – that documentation should be retained in the Dean's Office, easily available if requested.

B. General Organization

1. Please submit one PDF for each candidate with documentation from Section One and Section Two in the order specified below. There are specific requirements for each process – please adhere to the order as listed.
2. The PDF is to be uploaded to the file share identified by the Office of Faculty Affairs (currently, myshares).
3. When documentation is ready for the provost and president's review, please send an e-mail to Tressi Daymon, (tldpro@rit.edu) with a list of the names of the faculty being considered for each process.
4. The Dean's Office should notify Tressi (tldpro@rit.edu) if no candidates will be submitted for a particular process or if materials will not be submitted by the established deadlines.

C. Specific documentation required for each process (separate list for each process).

1. **TENURE AND PROMOTION TO ASSOCIATE PROFESSOR** (See [Policy E5.0-Policy on Tenure](#)).

Due Date to provost: 8 February; notification to faculty due April 15

SECTION ONE – TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- Dean's letter of assessment and recommendation
- Tenure Committee's letter of assessment and recommendation for approval or non-approval of tenure
- Department head's letter of assessment of progress toward tenure. Include a clear recommendation for or against tenure.
- External Reviewer Table (table provided)
- External review letters (minimum of four (4)) **DO NOT INCLUDE CVs OF EXTERNAL REVIEWERS.** At least two letters must come from reviewers nominated by RIT.
- Candidate's CV
- Research/Scholarship Table (table provided titled 'Scholarly Output Table')
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled covid impact statements for PT dossiers document)
- Teaching philosophy
- Statement describing the focus of candidate's scholarship/research/creative work; accomplishments to date, and expected future efforts
- Statement describing service
- Summary table of annual evaluations and ratings by area and overall (table provided)
- Summary table of faculty votes by area and overall (table provided)
- Copy of the original hire letter
- Letters of approval for extensions to the probationary period or reduction in previously granted credit toward tenure (with the reason(s) for such action(s) redacted)
- Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- All agreements relating to the faculty member's conditions of employment
- College tenure policy
- Tenure and Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO - PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Tenured department faculty letters with a clear recommendation for or against tenure with supporting explanation.
- The mid-tenure comprehensive review letters from the
 - Provost
 - Dean
 - Tenure committee
 - Department head
- Candidate's annual evaluations and plans of work for the probationary period (most recent to oldest)
- Documentation related to teaching:
 - Peer reviews of teaching (if applicable)
- Documentation related to scholarship/research/creative work:
 - List of grants or other external funding received, publications, performances, and/or exhibits to date
- Documentation related to service:
 - List of contributions and activities related to significant professional service to the university; local, regional, national and international organizations; and professional organizations and associations.

SEPARATE NOTEBOOK - DO NOT SUBMIT INITIALLY. TRESSI WILL CONTACT YOU IF THIS INFO IS NEEDED.

- Student evaluations during probationary period

2. PROMOTION TO FULL PROFESSOR (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. IV)

Due Date to provost: March 1; Notification to faculty due May 1

SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- Dean's letter of recommendation for or against promotion
- The promotion committee's recommendation for approval or denial of promotion which shall include a statement of reasons that support the recommendation as well as the committee vote.
- Department head's letter of recommendation for or against promotion. Include a clear recommendation for or against promotion.
- External Reviewer Table (table provided)
- External review letters (minimum of four (4)) **DO NOT INCLUDE CVs OF EXTERNAL REVIEWERS.** At least two letters must come from reviewers nominated by RIT.
- Candidate's CV
- Research/Scholarship Table (table provided titled 'Scholarly Output Table')
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled "covid impact statements for PT dossiers" document)
- Teaching philosophy
- Statement describing the focus of candidate's scholarship/research/creative work; accomplishments to date, and expected future efforts
- Statement describing service
- Summary table of annual evaluations and ratings by area and overall since last promotion (table provided)
- Summary table of faculty votes by area and overall (table provided)
- All agreements relating to the faculty member's conditions of employment
- College promotion policy
- Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO – PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Tenured department faculty letters with a clear recommendation for or against promotion with supporting explanation.
- Candidate's annual evaluations and plans of work since the last promotion (most recent to oldest)
- Letters of support (if applicable)
- Documentation related to teaching:
 - Peer reviews of teaching since last promotion (if applicable)
- Documentation related to scholarship/research/creative work:
 - List of grants or other external funding received, publications, performances, and/or exhibits received since last promotion
- Documentation related to service:
 - List of contributions and activities related to significant professional service to the university; local, regional, national and international organization; and to professional organizations and associations since last promotion.

SEPARATE NOTEBOOK – DO NOT SUBMIT INITIALLY. TRESSI WILL CONTACT YOU IF INFO IS NEEDED.

- Student evaluations since last promotion

3. MID-TENURE COMPREHENSIVE REVIEW (See [Policy E5.0-Policy on Tenure](#), section 3.b(2))

Due date to provost: April 1; letters to deans by May 1

SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- Dean's letter of review and assessment
- The Mid-Tenure Committee's analysis of the candidate's strengths and weaknesses and a statement of whether current performance would normally lead to a recommendation of tenure under current guidelines
- Department head's letter of review and assessment of progress toward tenure. Include a clear rating of progress toward tenure
- Summary table of faculty input by area and overall (table provided- titled 'Summary of Faculty Input')
- Candidate's CV
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled "covid impact statements for PT dossiers" document)
- Teaching Philosophy
- Research/Scholarship Table (table provided titled 'Scholarly Output Table')
- Statement describing the focus of candidate's scholarship/research/creative work; accomplishments to date, and expected future efforts
- Statement describing service
- Summary table of annual evaluations and ratings by area and overall (table provided)
- Copy of the original hire letter
- Copy of any correspondence related to a change in tenure date with reason(s) for change redacted (extension of the probationary period, reduction in credit toward tenure, etc.)
- Statement of Expectations – include a copy of the original agreement and any subsequent modifications
- All agreements relating to the faculty member's conditions of employment
- Any other documentation/correspondence that speaks to tenure expectations and/or progress toward tenure over the probationary period
- College tenure policy
- Mid-tenure review form - please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO – PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Tenured department faculty letters of assessment toward progress toward tenure.
- Candidate's annual evaluations and plans of work since date of hire (most recent to oldest)
- Documentation related to teaching:
 - Tab - Peer reviews of teaching (if applicable)
- Documentation related to scholarship/research/creative work:
 - List of grants or other external funding received, publications, performances, and/or exhibits received to date
- Documentation related to service:
 - List of contributions and activities related significant professional service to the university; local, regional, national and international organizations; and professional organizations and associations where these have been included in the candidate's plan of work.

SEPARATE NOTEBOOK - DO NOT SUBMIT INITIALLY. TRESSI WILL CONTACT YOU IF THIS INFO IS NEEDED.

- Student evaluations during probationary period.

**4. PROMOTION TO SENIOR LECTURER (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. VI)
Due Date to provost: March 1; Notification to faculty due May 1**

SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- Dean's letter of recommendation for or against promotion
- Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members and from the candidate's department
- Department head's letter of recommendation for or against promotion. Include a clear recommendation for or against promotion
- Candidate's CV
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled covid impact statements for PT dossiers document)
- Teaching philosophy
- Summary table of annual evaluations and ratings by area and overall since last promotion (table provided)
- Summary table of faculty votes by area and overall (table provided)
- All agreements relating to the faculty member's conditions of employment
- College promotion policy
- Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO – PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Letters of recommendation for or against promotion from tenured faculty members and non-tenure-track teaching faculty senior in rank within the candidate's department
- Candidate's administrative reviews for the most recent four-year period of full-time employment as a lecturer (most recent to oldest)
- Documentation related to teaching for the most recent four-year period of full-time employment as a lecturer to include:
 - Peer evaluations of teaching
 - Examples of pedagogical approach to teaching
- Documentation related to service for the most recent five-year period of full-time employment as a lecturer where these have been included in the candidate's POW to include:
 - Documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate's plan of work.

SEPARATE NOTEBOOK - DO NOT SUBMIT INITIALLY. TRESSI WILL CONTACT YOU IF THIS INFO IS NEEDED.

Student evaluations for the most recent four-year period of full-time employment as a lecturer.

5. **PROMOTION TO PRINCIPAL LECTURER** (See Policy [E6.0 – Policy on Faculty Rank and Promotion](#), sec. 4.d.)

Due Date to provost: March 1; Notification to faculty due May 1

SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- Dean's letter of recommendation for or against promotion
- Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members and the candidate's department
- Department head's letter of recommendation for or against promotion. Include a clear recommendation for or against promotion
- Candidate's CV
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled covid impact statements for PT dossiers document)
- Teaching philosophy
- Documentation related to service for the most recent five-year period of full-time employment as a lecturer where these have been included in the candidate's POW to include:
 - Documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate's plan of work.
- Summary table of annual evaluations and ratings by area and overall since last promotion (table provided)
- Summary table of faculty votes by area and overall (table provided)
- All agreements relating to the faculty member's conditions of employment
- College promotion policy
- Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO – PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Letters of recommendation for or against promotion from tenured faculty members and non-tenure-track teaching faculty senior in rank within the candidate's department
- Candidate's administrative reviews for the most recent four-year period of full-time employment as a lecturer (most recent to oldest)
- Documentation related to teaching for the most recent four-year period of full-time employment as a lecturer to include:
 - Peer evaluations of teaching
 - Examples of pedagogical approach to teaching

SEPARATE NOTEBOOK - DO NOT SUBMIT INITIALLY. TRESSI WILL CONTACT YOU IF THIS INFO IS NEEDED.

- Student evaluations for the most recent four-year period of full-time employment following promotion to senior lecturer.

6. **PROMOTION TO ASSOCIATE OR FULL RESEARCH PROFESSOR** (See [Policy E6.0 – Policy on Faculty Rank and Promotion](#), sec. VII.B)

Due Date to provost: March 1; Notification to faculty due May 1

SECTION ONE - TO BE SUBMITTED AS A SINGLE PDF FOR EACH CANDIDATE IN THE ORDER STATED BELOW

- As per the nomination process, dean forwards department's recommendation to the provost for approval (E06.VII.B.1)
- Dean's letter of recommendation for or against promotion
- Promotion Committee's letter of recommendation for or against promotion, including a tally of votes of the committee members and the candidate's department
- Department head's letter of recommendation for or against promotion.
- Candidate's CV
- COVID-19 Impact Statement (if applicable) (provide faculty with attachment titled "covid impact statements for PT dossiers" document)
- Summary table of annual evaluations and ratings by area and overall since last promotion (table provided)
- Summary table of faculty votes by area and overall (table provided)
- College promotion policy
- Promotion form – please be sure the correct version of the form is used, it is completely and correctly filled out, and that it has all the necessary signatures. Electronic signatures are ok.

SECTION TWO – PLEASE SUBMIT IN THE ORDER NOTED BELOW. OTHER DOCUMENTATION SPECIFIED BY COLLEGE POLICY SHOULD STAY IN THE DEAN'S OFFICE UNLESS REQUESTED.

- Candidate's administrative reviews for the most recent five- year period of full-time employment (most recent to oldest).
- Documentation related to research for the most recent five-year period of full-time employment with examples of how the education of RIT students has been advanced and how the field in which the candidate is engaged has advanced through peer-reviewed publications.
- Documentation related to service for the most recent five-year period of full-time employment following promotion where these have been included in the candidate's POW to include:
 - Documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate's plan of work and as required for eligibility for promotion.
- If the research faculty member has been asked to teach or do service, the documentation will also include relevant examples of pedagogical approach, student and peer evaluations, and documentation related to service activities.