

## COLLEGE OF ARTS & SCIENCES PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION

Our policies relating to promotion consideration follow the general regulations for promotion provided [by Academic Affairs](#) and by the CAS [Faculty Roles](#) document. The following summarizes and systematizes those procedures and policies as they apply in the College of Arts & Sciences.

Any policy or procedure in this document which is in conflict with the policies and procedures of Winthrop University as stated in the Winthrop Policy Repository, the CAS *Faculty Roles* document, or subsequent interpretive documents is superseded by the institution-wide policies.

### Initiation of consideration

As stipulated by the Division of Academic Affairs, the dean shall send a promotion review form to each eligible faculty member by the deadline stipulated in the Winthrop Tenure and Promotion [timeline](#). Any faculty member requesting promotion review shall return the form to the department chair by the published deadline. In the absence of exceptional circumstances, failure to meet that deadline shall constitute waiver of promotion review. Any faculty member who believes that they are ready to be considered for promotion is encouraged to discuss this intent with the department chair. The purpose of this discussion is to provide the faculty member with formative feedback about their readiness for promotion. This meeting is suggested for informational purposes only. The decision to apply for promotion remains with the faculty member. Regardless of the advice of the chair, the faculty member who wishes to be considered for promotion may prepare and submit materials for review.

### Materials to be submitted for promotion consideration

*The candidate to be considered for promotion shall prepare a dossier containing the materials listed below. Candidates must use the online application system, Interfolio Review of Promotion and Tenure (Interfolio RPT), to submit their dossier.*

#### A. Cover sheet

The “Cover Sheet” is a form within Interfolio RPT that requests the following:

- Your name;
- Date of original faculty appointment;
- Date entered on Tenure-Track appointment (if different from the above);
- Rank at original appointment (or at Tenure Track appointment, if later);
- Prior service credit granted towards tenure at employment;
- Date/s of prior promotion/s and years in each rank; and
- Checkboxes asking whether you are applying for Tenure and/or Promotion.

#### B. Application letter

An application letter in the candidate’s own words requesting consideration for promotion, including an analysis/statement by the candidate explaining how they meet the qualifications for the requested promotion. This letter may incorporate material requested in E, below.

#### C. Current curriculum vitae.

A CV, in a format chosen by the applicant, should be provided to show the depth and breadth of their work.

#### ***D. Annual reports and evaluations, arranged in chronological order***

Candidates for promotion should include annual reports and chair's and dean's comments for the years since the date of their last Winthrop promotion or since the beginning of their current appointment. Candidates whose time in rank exceeds five years must include annual reports, chair's comments, and dean's comments covering the last five years; they may include additional years at their discretion. Annual evaluations from secondary supervisors, if any, should also be included for years as specified above.

#### ***E. Candidate Statements***

Statements of activities associated with *Student Intellectual Development*, *Scholarly Activity*, *Professional Stewardship*, and *Academic Responsibility* may be uploaded into the corresponding sections of the Interfolio RPT case. Alternatively, these statements may be integrated into the applicant letter, B above. In either case:

- The College of Arts & Sciences Roles Alignment statements regarding *Student Intellectual Development*, *Scholarly Activity*, *Professional Stewardship*, and *Academic Responsibility* and the CAS statement on *Types of Undergraduate Research with Respect to Faculty Credit* are included in the Interfolio portfolio template.
- The candidate should discuss their activities related to *Student Intellectual Development* and clearly articulate how they meet or exceed the requirements for the faculty rank sought as defined in the [College of Arts & Sciences Roles Alignment Statement on Student Intellectual Development](#).
- The candidate should discuss their activities related to *Scholarly Activity* and clearly articulate how they meet or exceed the requirements for the faculty rank sought as defined in the [College of Arts & Sciences Roles Alignment Statement on Scholarly Activity](#). The candidate may refer to the "[Types of Undergraduate Research with Respect to Faculty Credit](#)" grid. The candidate should classify each artifact under *Scholarly Activity* according to the Priority levels defined in the College roles statement.
- The candidate should describe their *Professional Stewardship* activities and relate how these activities meet or exceed the expectations and meet the criteria outlined in the [College of Arts & Sciences Roles Alignment Statement on Professional Stewardship](#) for the rank in question.
- The candidate should state how they consistently meet the College's expectations in the area of Academic Responsibility as set forth in the [College of Arts & Sciences Roles Alignment Statement on Academic Responsibility](#).
- The candidate should include additional departmental explanation where applicable.
- The candidate should include tables or lists clearly outlining activities.
- The candidate is encouraged to describe any noteworthy accomplishments and to describe activity where the impact or time needed may not be apparent to reviewers.

#### ***F. Evidence to support the activities specified in the candidate's statement.***

- Support documentation should be uploaded to the relevant section of the Interfolio portfolio.
- *Annual Reports*: All faculty annual reports from the probationary period should be

submitted, arranged in chronological order along with chair/supervisor and dean comments.

- *Course Evaluations:* Candidates must include all student course evaluations from their review period – to include summary statistics and student comments.
- *Student Intellectual Development:* Candidates should include representative teaching materials such as assignments, exams, handouts, etc., as well as peer evaluations of teaching and other information documenting the candidate's instructional work.
- *Scholarly Activity:* Evidence should include copies of publications, conference presentations, videos, etc. In the case of scholarly activity that is not developed in written form, the candidate should submit materials in an appropriate and accessible form.
- *Professional Stewardship:* Evidence may include letters of appointment or thanks; publications, reports, or other documents generated; letters of support from colleagues; committee rosters; and the like, as they are readily available.
- *Academic Responsibility:* support documentation is not required but may include reference to supervisor evaluations as well as evidence of committee or advising work, participation in meetings, events, etc.
- Candidates may request reference letters from former students, colleagues, research collaborators, and others with whom they have worked, at their discretion. The College recommends that such letters be sent directly to the department chair, or in the case that a department chair is a candidate for promotion, directly to the dean for uploading into Interfolio.
- Other supporting documents pertinent to the review.

### **G. Goals**

A statement of the candidate's goals and plans for involvement and development over the next six years. This statement should be uploaded to the Goals and Plans section of the Interfolio RPT case.

## **Organizing the portfolio**

While much of the organization of the portfolio is provided by the structure of the Interfolio portfolio, it remains the responsibility of the candidate to organize materials within Interfolio for effective review. In the applicant letter and other narrative statements, the applicant is encouraged to guide the reviewer's review of the portfolio, directing them to its various sections and documents as these create the applicant's case for promotion.

## **Departmental committees**

In each year when persons request consideration for promotion, the department chair, in consultation with the candidate and dean, shall appoint a departmental personnel committee consisting of no fewer than five tenured faculty members, all of whom hold the rank of Associate Professor or Professor and none of whom is a person whose own promotion is a matter of consideration in that year. The department chair shall name one member of the committee as chair. Committee members will be provided appropriate access to application materials within Interfolio.

The department chair, in consultation with the candidate and dean, may appoint an interdepartmental committee if there are insufficient qualified faculty members within a

department to constitute a committee of the required size, or if for other reasons it is desirable to the candidate to have extra-departmental representation. A majority of the members of this committee should, whenever possible, be members of the candidate's home department. The department chair shall name one member of the committee as chair, preferably a member from the candidate's home department.

Faculty who are serving on the CAS Personnel Advisory Committee or the University Personnel Advisory committee should not also serve on a department level personnel committee whenever possible. Faculty members who are serving on the University Personnel Advisory Committee should seek guidance from the Division of Academic Affairs before accepting appointment to a department-level committee. Faculty members may not serve on the University Personnel Advisory Committee and the CAS Personnel Advisory Committee simultaneously.

Faculty members invited to serve on any personnel review or advisory committee at any level may recuse themselves if they have reason to believe they cannot objectively evaluate a candidate's application.

If a department chair is to be considered for promotion in his or her capacity as a faculty member, the dean, in consultation with the candidate and the chair of the Arts & Sciences Personnel Advisory Committee, shall appoint a special committee to consider the case. This committee shall meet the number and eligibility requirements stated above and shall ordinarily include at least one member (if eligible) from within the department. At least one member will be another department chair in the College of Arts & Sciences. Additional members shall be from outside the department. One member of the committee shall be named chair by the dean when the appointments are made. This committee shall make its recommendation directly to the Arts & Sciences Personnel Advisory Committee and the dean. The dean fulfills the role of the department chair as described in the procedures below.

### **Committee procedures**

1. The committee shall consider all materials submitted by the candidate and any reference letters solicited by the candidate. However, neither the candidate nor any other individual may appear in person before the committee.
2. Individual members of the committee should not seek or receive information beyond what is contained in the portfolio. Committee members with relevant disciplinary knowledge (i.e. disciplinary norms, selectivity of a journal, prestige of a conference presentation, competitive nature of an award) may use and share this knowledge in the evaluation of a candidate. Requests for clarification or additional information shall be made by the chair of the departmental committee to the department chair. The department chair, in turn, will forward the request to the candidate via email. The candidate shall respond to the department chair with copies to the Dean's and Provost's office. The Provost office will then unlock the Interfolio RPT case to enable the addition of relevant materials by the candidate.
3. The committee shall consider the materials in the portfolio without regard to time in rank, other than to focus on the record compiled in the last five years for candidates with more than five years in rank.

4. No minutes of transactions or deliberations of the committee shall be kept.
5. The committee in its formal deliberations shall sit alone without the department chair present. The committee may meet with the department chair to present the results of its deliberations.
6. All deliberations of the committee shall be confidential and shall not be revealed to the candidate under consideration or to other outside agents except those persons who later participate in the evaluation process.
7. The committee shall evaluate the candidate in accordance with the criteria in this document, in the [College of Arts & Sciences Roles Alignment Statements](#), and in the general regulations for promotion provided [by Academic Affairs](#).
8. The committee shall review all materials and after deliberation, make a recommendation for or against promotion of the candidate under consideration. A positive recommendation requires a majority vote.
9. After making its decision, the committee shall make a written recommendation explaining in detail the reasons for recommending for or against promotion. The written report must contain an analysis of the extent to which the candidate's activity complies with the criteria for the rank in question stated in the College's alignment statements. With respect to *Scholarly Activity*, the report should include a count of scholarly artifacts by Priority Level.
10. The committee's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies.
  - When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of all committee members, a minority report must be submitted along with the primary report.
  - All committee members must sign either the primary report or minority report.
  - The committee's report/s are to be uploaded to Interfolio RPT.
11. The letter will be shared with the candidate via Interfolio and the candidate has the option of submitting within three business days a letter responding to the department committee's letter.<sup>1</sup> The response letter is also uploaded to Interfolio and becomes part of the portfolio thereafter.

### **Actions of the department chair**

When the department chair receives a report from a departmental committee, they shall add to the Interfolio RPT dossier their independent judgment for or against promotion of the candidate. No additions to the portfolio can take place after completion of the departmental review.

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<sup>1</sup> As per [university policy](#), the response letter shall not exceed 1000 words. The response letter is to be a direct response to issues raised by the department committee in order to clarify the candidate's original portfolio submission or correct factual errors in the department committee and/or minority letter. Similarly below.

Department chair letters are due October 15. The candidate has the option of submitting within three business days a letter responding to the chair's letter. The response letter is due to the Dean's office by October 20; the Dean's office uploads the response letter to Interfolio.

### **Actions of the Arts & Sciences Personnel Advisory Committee**

The Arts & Sciences Personnel Advisory Committee shall meet to consider all candidates submitted by chairs as well as those coming from special committees. This committee shall then follow the general procedures specified above for departmental committees, except for making reports via Interfolio RPT to the dean instead of to the department chair. The committee recommendation may refer to previous recommendations and documents from the department committee and chair.

The College Personnel Advisory Committee's recommendation is due by November 15. The candidate has the option of submitting within three business days a letter responding to this committee's recommendation. The response letter is due to the Dean's office by November 20; the Dean's office uploads the response letter to Interfolio.

In cases where a personal or professional relationship precludes a fair evaluation of a candidate, an Arts & Sciences Personnel Advisory Committee member may recuse himself/herself from the deliberation of a candidate. This decision should be made in consultation with the dean.

### **Actions of the Dean**

The dean shall formulate an independent judgment for or against promotion of the candidate that is uploaded to Interfolio.

The dean's recommendation is due to Interfolio by December 15. The candidate has the option of submitting within three business days a letter responding to this committee's recommendation. The response letter is due to the Provost's office by December 20; the Provost's office uploads the response letter to Interfolio.

The candidate may choose to withdraw from consideration for promotion at any point in the process up to this point.

### **Confidentiality of the review process**

During the period of consideration of a faculty member for promotion, all actions and recommendations of the various committees, the department chair, and the dean will be held in complete confidence, except as noted above.

### **Notification of final decision**

Once the process of review has been completed at the institutional level, the dean will share the final decision with the candidate.

### **Timeline for promotion reviews**

Candidates, departmental committees, department chairs, the Arts & Sciences Personnel Advisory Committee, and the dean will submit materials via Interfolio RPT as specified by Winthrop tenure and promotion [timeline](#).

### **Instructor and Senior Instructor Ranks**

The ranks of instructor and senior instructor are appointed ranks for faculty who hold at least a Master's degree and who are not eligible for appointment to a professorial rank. The movement from instructor to assistant professor, while appearing to be a promotion, is technically an appointment to a new position and does not follow the same procedure as promotion to other ranks. The movement from instructor to senior instructor is handled on case-by-case basis by the Division of Academic Affairs upon recommendation of the department and the dean.

### **Grievance Policy**

A promotion candidate who has reason to suspect discrimination may file a grievance using the procedure stated in Winthrop University policy, here: [Grievances and Appeals—Faculty](#).

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