

Faculty Retention, Tenure, & Promotion (RTP) Policy Changes and Updates For AY 2024-2025 (For Reviewers)

Presented by
Uma J. Iyer, Ph.D.
Chair, Faculty RTP Policy Committee

Austin Peay State University

FCAM - Aug 14, 2024

FACULTY RTP POLICY COMMITTEE (2023-2024) 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)**
- **Nigro, Gina* (Faculty, Library)**
- **Iyer, Uma (Faculty, CoBHS/FC, Chair)**
- **Lee, Long (Faculty CoSTEM)**
- **Wadia, Mickey (Faculty, CoAL)**

* Resigned on Nov. 27th 2023

FACULTY RTP POLICY COMMITTEE (2024-2025) CURRENT MEMBERS

Faculty Retention, Tenure and Promotion (RTP) Policy Committee

Membership: 1 tenured faculty member from each academic college and Library; 1 at large member; and Senior Vice Provost/Associate VP for Academic Affairs (*ex officio*).

Terms of Membership: Members will serve three-year terms and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again. When a new chair is appointed, the former chair will remain as *ex officio* for at least one year for continuity.

Description: The committee has the responsibility for reviewing and proposing revisions to policies, guidelines, and forms related to faculty retention, tenure, and promotion. The committee will work with the Provost and her staff to propose RTP policy and guideline revisions to the Faculty Senate as needed. The chair of this committee is responsible for preparing documents and/or presentations for the pre-semester calendar. This committee may convene in August.

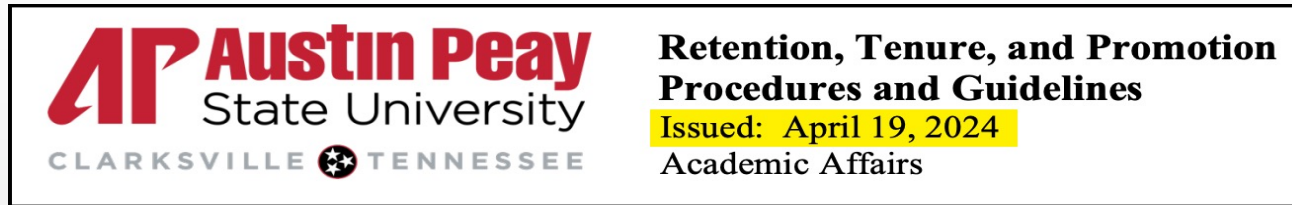
(Approver: Provost/SVPAA)

2024-2025 Membership

Name	Title	Department/Area	Service Term	Email
Jenny Harris	Faculty, Library	Library	2024-2027	gibsonn@apsu.edu
Florian Gargallo	Faculty, CoAL	Languages and Literature	2024-2027	gargaillof@apsu.edu
Dong Nyonna	Faculty, CoB	Accounting, Finance, and Economics	2024-2027	nyonnad@apsu.edu
Uma Iyer, Chair	Faculty, CoBHS	Psychological Science and Counseling	2022-2025	iyeru@apsu.edu
Anuradha Pathiranage	Faculty, CoSTEM	Chemistry	2024-2027	pathiranagea@apsu.edu
Benita Bruster	Faculty, CoE	Teaching and Learning	2022-2025	brusterb@apsu.edu
Kristen Butler	Faculty, at Large	School of Nursing	2024-2027	butlerk@apsu.edu
Tucker Brown	Senior Vice Provost and Associate VP for Academic Affairs	Academic Affairs	Permanent Ex officio	brownt@apsu.edu
Soma Banerjee	Faculty, CoAL (Standing in for former chair position)	History and Philosophy	2024-2025 ex officio	banerjees@apsu.edu

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 \(APSU 5:020\)](#)

RTP Process 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](#)
- [2024-2025 Personnel Actions \(Retention, Tenure, and Promotion\)](#)
 - [RTP Criteria by Department](https://www.apsu.edu/academic-affairs/faculty/rtp/department-rtp-criteria.php) - <https://www.apsu.edu/academic-affairs/faculty/rtp/department-rtp-criteria.php>
 - [Watermark](#)



APSU Calendar for Faculty Personnel Actions 2024–2025

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

Retention and Tenure		
Row	ACTION	Date
1	E-Dossier Workflows Launched	Friday May 3, 2024
2	E-Dossiers Due	Friday September 6, 2024
3	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 9, 2024
4	Deadline for Department Committees' Signed Written Reports	Monday September 30, 2024
5	Deadline for Chairs' Signed Written Reports	Tuesday October 8, 2024
6	Deadline for Candidates to Acknowledge Departmental Recommendations Deadline to Submit Optional Written Response to Two Negative Department Actions	On or before Tuesday October 15, 2024
7	E-Dossiers Available to College Committees for Review	Tuesday October 15, 2024
8	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 15, 2024
9	Deadline for Deans' Signed Written Recommendation	Friday November 22, 2024
Retention for Years 3, 5, and 6		
10	Deadline for Candidates to Acknowledge College Recommendations Deadline to Appeal the Dean's Negative Decision to the University RTP Appeals Board	On or before Friday December 6, 2024
11	Deadline for RTP Appeals Board's Recommendation regarding Dean's negative decision	Wednesday December 18, 2024
12	Deadline for Provost's Signed Written Decision on Appeal	Monday January 6, 2025
Retention for Year 4 and Tenure		
13	Deadline for Candidates to Acknowledge College Recommendations Deadline to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 6, 2024
14	Deadline for Provost's Decision	Monday December 16, 2024
15	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Friday January 10, 2025
16	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 20, 2025
17	Deadline for President's Signed Written Decision on Appeal	Friday January 31, 2025

Year 4 and Tenure

Years 3, 5, and 6

Promotion to Full Professor		
Row	ACTION	Date
1	Candidate notifies Chair, Dean, and the Provost's Office of intent to seek promotion	No later than Friday, May 3, 2024
2	E-Dossier Workflows Launched	Friday May 3, 2024
3	E-Dossiers Due	Friday September 6, 2024
4	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 9, 2024
5	Deadline for Department Committees' Signed Written Reports	Monday September 30, 2024
6	Deadline for Chairs' Signed Written Reports	Tuesday October 8, 2024
7	Deadline for Candidates to Acknowledge Departmental Recommendations Deadline to Submit Optional Written Response to Two Negative Department Actions	On or before Tuesday October 15, 2024
8	E-Dossiers Available to College Committees for Review	Tuesday October 15, 2024
9	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 15, 2024
10	Deadline for Deans' Signed Written Recommendation	Friday November 22, 2024
11	Deadline for Candidates to Acknowledge College Recommendations Deadline to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 6, 2024
12	Deadline for Provost's Signed Written Recommendation	Monday December 16, 2024
13	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Friday January 10, 2025
14	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 20, 2025
15	Deadline for President's Decision	Friday January 31, 2025

*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 you earned years toward service, please consult with your Chair to ensure you follow the correct calendar.

The University RTP Appeals Board is appointed by September 30, 2024.

RTP Policy Recent Changes Reminder

1. Enhanced Peer Review of Teaching (EPRT) – Full Implementation started Fall 2023 onwards
(First in E-Dossier by **Sept 6th 2024**
– Reminder as per the posted Timeline)
- Narrative Reflective Analysis of Student Evaluations should be added to E-dossier



RTP Policy Recent Changes Reminder

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



RTP Policy Recent Changes Reminder

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



RTP P&G New Edits and Changes: Link to Policy 1:025 Page 1



Retention, Tenure, and Promotion Procedures and Guidelines

Issued: ~~April 27, 2023~~ [April 19, 2024](#)

Academic Affairs

Introduction

Pursuant to APSU Policy on Academic Tenure (1:025), faculty and administrators are required to follow the Retention, Tenure, and Promotion (RTP) Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These ~~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.

RTP P&G New Edits and Changes: Years of Prior Service Page 5

Faculty Awarded Years of Prior Service Toward Tenure

When a faculty member receives years of prior service toward tenure upon appointment, the rationale for awarding years toward service must be included in their letter of appointment. Additionally, the appointment letter shall inform the faculty member that year(s) given toward service will be applied at the front of their contract and indicate that their first personnel review, which will occur in their second year of service, will include these years. For example, a faculty member who receives two (2) years toward tenure will be apprised that their first review at APSU will be for Retention for Year 5. If you have been awarded “years of prior service toward tenure”, refer to Appendix A.

RTP P&G New Edits and Changes: Years of Prior Service Pages 13-14

Application of Years of Prior Service Toward Tenure and of Work Accomplished at APSU

Beginning in Fall 2019, if past productivity and years of prior service are awarded at the front, then the quality of the prior work that a faculty member includes in their e-dossier must, at a minimum, meet or exceed the established standards in place as outlined in the criteria for the department's personnel actions. Past productivity in Area 2 may include work accomplished in the most recent years that correspond to the same number of years that a faculty member was awarded toward tenure and promotion. For example, a faculty member hired in Fall 2023 who was awarded two (2) years of prior service toward tenure may use prior accomplishments within the most recent two years, but that faculty member may not use work produced earlier than Fall 2021. Activities related to areas 1 and 3 shall not be considered for years toward tenure.

The faculty member who plans to include prior work completed at another institution should consult with senior departmental faculty and the chair to confirm that any prior work that is included in the e-dossier meets departmental standards and the timeline above.

To assure sustained productivity, faculty members who were hired with service years added at the front must continue to complete and demonstrate scholarly/creative activity in Area 2 for retention, tenure, and promotion during their employment at Austin Peay State University. Faculty cannot reasonably expect that they will receive tenure or promotion at

13

Austin Peay State University only on the basis of prior work without performing some scholarly work during their time at APSU. The work performed at APSU must meet departmental standards as outlined in the criteria for APSU for retention, tenure, and promotion.

RTP P&G New Edits and Changes: Years of Prior Service Page 20

Informing Committees of Years of Prior Service Toward Tenure & Reviewing Past Productivity

At departmental level meetings, **the department chair** shall inform personnel committees about the specific number of years of prior service that have been granted to the faculty member under review.

At college level meetings, **the departmental representative** shall inform personnel committees about the specific number of years of prior service that have been granted to the faculty member under review.

All personnel committee shall consult departmental criteria when reviewing an e-dossier that includes work that is not accomplished during the faculty member's employment at Austin Peay State University. As described in the section Application of Years of Prior Service Toward Tenure and of Work Accomplished at APSU, **only work in Area 2 shall be considered for years toward tenure.**

Irregularities in Research, Scholarship, and/or Creative Activities

If the activities of a faculty member in Research, Scholarship, and Creative Activities appear irregular to the departmental personnel review committee, that committee shall have the right to

RTP P&G New Edits and Changes: Years of Prior Service – Example Chart Appendix A Page 37

APPENDIX A

Example Chart:
Fall 2023 Tenure-Track Start as Assistant Professor
(Faculty with 2 Years of Prior Service Toward Tenure)

	<u>AY 2023-2024</u> <u>(Fall-Spring)</u>	<u>AY 2024-2025</u> <u>(Fall-Spring)</u>	<u>AY 2025-2026</u> <u>(Fall-Spring)</u>	<u>AY 2026-2027</u> <u>(Fall-Spring)</u>
<u>Faculty Year</u> <u>for RTP</u> <u>Purposes</u> <u>(for faculty</u> <u>with 2 years</u> <u>of prior</u> <u>service)</u>	First year Faculty considered as 3 rd Year Faculty for RTP process	4 th Year Faculty for RTP process	5 th Year Faculty for RTP process	6 th Year Faculty for RTP process
<u>Dossier Due</u>	NA	Sept 2024 For 5 th Year Retention	Sept 2025 For 6 th Year Retention	Sept 2026 For Tenure & Promotion to Associate Professor

Note: Faculty starting in a Spring semester will follow the cohort of faculty starting in the previous fall term. For further clarification contact the Chair of the Faculty RTP Policy Committee.

RTP P&G New Edits and Changes: Required Materials to Include in e-Dossier Page 12

9. Peer Evaluations of Teaching. All summative reports from any peer evaluations shall be included in the e-dossier, and uploaded to the specific course in the Scheduled Teaching area of the e-dossier system. Previous peer evaluations should not be deleted from the e-dossier. Beginning in Fall 2023, faculty will need to follow the Enhanced Peer Review of Teaching section below for specific procedures for entry into their 2024-25 e-dossiers.

10. All student evaluations of instruction since coming to APSU. Do not include evaluations of study-abroad classes, APSU 1000 classes, Winter Term, May Session summer courses, or classes not routinely evaluated by the University (such as independent studies, and individual instruction).

The student evaluations shall be uploaded to the specific course in the Scheduled Teaching area of the e-dossier system.

Evaluations shall be included *except for narrative comments, which must be removed*. Faculty shall not extract any other sections of SurveyDIG or other survey instrument evaluations. In courses with an enrollment of fewer than 5 students at the time of evaluations, student evaluations may be included.

Faculty must provide a brief explanatory statement for courses that have not been evaluated and upload this to the specific course in place of the student evaluation.

Faculty being reviewed for promotion to Professor shall include all student evaluations of instruction for at least the most recent five-year period.

Faculty members may comment on their own student evaluations. These faculty comments related to student evaluations shall be uploaded to the specific course the faculty members are commenting on in the Scheduled Teaching area of the e-dossier system. If a faculty member has comments regarding any student evaluations, these should be included in item 11. [Reflective narrative analysis of student evaluations](#) below.

Any Narrative Comments Written by Students Must Be Excluded from Your e-Dossier

Narrative comments written by students at the time of the regular faculty evaluation process or narrative comments from online surveys must not be included within the faculty member's e-dossier. Student comments should be used only informally by the faculty member for their assessment and/or improvement. The department chair/director shall also receive a copy of the students' narrative comments.

RTP P&G New Edits and Changes: Enhanced Peer Review of Teaching - EPRT

- [Enhanced Peer Review of Teaching Guide](#) – Accessible through RTP Webpage
- Page 15 – Note: Each peer evaluator will write an **independent evaluation** of the faculty member being reviewed. The two peer evaluators shall not consult with each other.
- Page 17 -

C. Review for Year 6, Tenure, and Promotion to Professor

This section applies to faculty who are seeking retention for a sixth year, tenure, or promotion to Professor. ~~These faculty will have two separate summative evaluations, each evaluated by a unique single evaluator.~~ These faculty will have two separate evaluators each providing summative evaluation of teaching effectiveness in two separate courses.

Composition of Review Committees

Page 18



COMPOSITION OF REVIEW COMMITTEES

For All Committees

A faculty member who is normally eligible to serve on review committees but who is on a leave of absence or on faculty development leave during the current review cycle shall not participate or vote in any RTP process. **Ideally selection/assignment of committees should occur in the semester prior to e-dossiers closing** to allow for appropriate creation of e-dossiers and the workflow.

Note: Any faculty who is currently serving in the role of faculty ombudsperson shall not serve on any RTP review committee nor shall the faculty ombudsperson be allowed to vote in any personnel action.

Reminder Page 22

The presiding officer or their designee shall informally notify by email the candidate under review of the committee's recommendation (not the vote) no later than the close of the next business day.

Examples of email notifications to candidates following the personnel meeting:

“Dear Dr. A, the Department of Communication Promotion Committee met today and has recommended your promotion to Professor. Details will be in the written report in your e-dossier.”

“Dear Dr. B., the Department of Biology Retention Committee met today and has not recommended you for retention for a third year. Details will be in the written report in your e-dossier.”

The presiding officer shall ensure that draft versions of reports are prepared in a timely manner and available for comment and review by committee members before the final version is prepared and will enter the department report into the e-dossier. The presiding officer shall ensure that reports receive all appropriate signatures and move the e-dossier forward to the department chair/director in a manner consistent with the Calendar for Faculty Personnel Actions.

Guidelines for Voting, Recommendations and Reports

Page 26-27

Confirmation of the writers for any majority or minority report shall be determined within 24 business hours of the completion of the vote. See the section Majority and Minority Reports for eligibility/assignment of writers and instructions for writing.

Majority and Minority Reports

For each faculty member under review, there can be no more than one majority and one minority report generated at any level, unless there is a tie vote, in which case two minority reports shall be written and no majority report shall be written. Minority reports are optional, except in the tie vote case. All reports must be included in the candidate's e-dossier.

Faculty members who did not hear the discussion on candidates because they did not attend or stay for the full duration of the meeting are not permitted to write or provide input on majority or minority reports.

A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. The majority report shall include substantive and clear narrative statements. The majority report must contain, at a minimum, information pertinent to all three areas of review and reflect the information discussed in the meeting or relevant material which is in the faculty member's e-dossier. A member of the committee voting with the minority may write, alone or in collaboration with other members in the minority, a minority report, which must be included in the faculty member's e-dossier along with the committee's recommendation. When two minority reports are

Formal Appeals and Informal Optional Written Responses Pages 31- 33

FORMAL APPEALS AND INFORMAL OPTIONAL WRITTEN RESPONSES

A formal appeal is one that is made by the faculty member under review to the University RTP Appeals Board. There are no page limit restrictions for the formal appeal.

An informal response is one that is made by the faculty member under review to ~~two~~ [any](#) negative recommendations at the departmental level for retention years 3, 5, 6, tenure year, or for promotion to Professor. Candidates seeking retention for year 4, tenure, or promotion to Professor may also write an informal response at the college level when the college committee

Guidelines for Informal Optional Written Responses - New section on Pages 32-33

Q&A

Thank You!

Have a great Fall 2024 Semester!

Contact info for Uma Iyer

iyeru@apsu.edu

Extn. 6331