

Weinberg College Promotion and Tenure Review: A Quick Overview of Processes

Part 1: Deadlines for notifying the Dean's Office about early reappointment, early tenure, and promotion in the coming AY

May 15: eligible tenure-line probationary faculty scheduled for reappointment or tenure review in the coming AY who desire to opt out of the automatic one-year COVID-19 extension. (This is a university-wide deadline.)

June 15: departments to advise the Dean's Office that a candidate wishes to present themselves for promotion to full professor (exceptions possible). In advance of this deadline, department chairs and candidates should begin this discussion in the spring, agreeing upon due dates for candidate materials to the department.

August 31: written request (and justification) for a tenure-clock extension by tenure-track faculty scheduled for reappointment or tenure review in the coming AY. This includes a request for a second COVID-19 extension for eligible faculty. (This is a university-wide deadline.)

For due dates of candidate and department materials for tenure-line reappointment, tenure and promotion, please consult the [WCAS Deadlines and Documents page](#).

Part 2: Major Phases of the T-L Reappointment, Tenure, and Promotion Review Processes

THE TENURE REVIEW PROCESS

Phase 1: Departmental Review

Administrative Responsibility	Timeline	Faculty Folio RPT
Chair works with the candidate to establish deadlines for materials.	Winter and spring of preceding year	
Department informs Dean's Office of eligible faculty who wish to opt out of the automatic one-year COVID-19 extension.	May 15 of preceding year	
Department collects review materials from the candidate and sends them to its 3-6 external referees.	Summer	
Department collects 3-6 external referee letters and uses its own process to review candidate dossiers.	August-early Oct	
Department votes on all candidates for tenure.	October 10	
Tenure candidate uploads all candidate materials to Faculty Folio RPT.	October 15	✓
Department uploads all department materials to Faculty Folio RPT.	October 25	✓
Department submits a letter and supporting materials in those tenure cases where the vote of the department was negative.	November 30	

Phase 2: Dean's Office/Confidential Ad Hoc Review

Administrative Responsibility	Timeline	Faculty Folio RPT
The confidential tenure ad hoc committee (through the agency of the Dean's Office) requests letters of evaluation from external authorities and students.	November - February	✓

The confidential tenure ad hoc committee delivers a report to the Dean.	February/March	✓
---	----------------	---

Phase 3: Committee on Tenure

Administrative Responsibility	Timeline	Faculty Folio RPT
Committee on Tenure: 12 elected members (4 per Div) on 3-year term <ul style="list-style-type: none"> • Committee evaluates candidate dossier, department materials, external referee letters, redacted student letters, and redacted ad hoc report. • If the Committee has questions, it will invite a delegation from the candidate's dept. • Straw vote first, final vote must meet 2/3 threshold. • Committee makes recommendations to the Dean. 	late Feb-March	✓

Phase 4: Dean's Recommendation to the Provost

Administrative Responsibility	Timeline	Faculty Folio RPT
The Dean sends positive recommendations to the Provost (and President) and informs them about his negative decisions.	April/May	✓
When the Provost responds, the Dean informs the candidates of recommended action. Approval by the Board of Trustees follows in the summer.	May/June	
Recommended changes in status are normally effective at the beginning of the academic year.	September 1	

THE FULL PROFESSOR PROMOTION REVIEW PROCESS

Phase 1: Departmental Review

Administrative Responsibility	Timeline	Faculty Folio RPT
Chair works with the candidate to establish deadlines for materials.	Winter and spring of preceding year	
Departments to advise the Dean's Office that a candidate wishes to present themselves for promotion to full professor (exceptions possible)	June 15 of preceding year	
Department collects review materials from the candidate and sends them to its 3-6 external referees.	Summer-early fall	
Department collects 3-6 external referee letters and uses its own process to review candidate dossiers.	Sept/early Oct	
Department votes on all candidates for promotion to full professor.	October 25	
Promotion candidate uploads all candidate materials to Faculty Folio RPT.	November 5	✓
Department uploads all department materials to Faculty Folio RPT.	November 15	✓

Phase 2: Dean's Office

Administrative Responsibility	Timeline	Faculty Folio RPT
-------------------------------	----------	-------------------

The Dean's Office solicits letters from senior authorities in promotion-to-full cases and from students.	December through March/April	✓
--	------------------------------	---

Phase 3: Committee on Promotion

Administrative Responsibility	Timeline	Faculty Folio RPT
Committee on Promotion: 6 elected members (2 per Div) on 3-year term <ul style="list-style-type: none"> • Committee evaluates candidate dossier, department materials, external referee letters, redacted student letters. • If the Committee has questions, it will invite a delegation from the candidate's dept. • Straw vote first, final vote must meet 2/3 threshold. • Committee makes recommendations to Dean. 	April	✓

Phase 4: Dean's Recommendation to the Provost

Administrative Responsibility	Timeline	Faculty Folio RPT
The Dean sends positive recommendations to the Provost (and President) and informs them about his negative decisions.	May	✓
When the Provost responds, the Dean informs the candidates of recommended action. Approval by the Board of Trustees follows in the summer.	May/June	
Recommended changes in status are normally effective at the beginning of the academic year.	September 1	

THE TENURE-LINE REAPPOINTMENT (*a.k.a. the third-year*) REVIEW PROCESS

Phase 1: Departmental Review

Administrative Responsibility	Timeline	Faculty Folio RPT
The Dean's Office notifies each chair listing all tenure-track assistant professors whose appointments expire the following August 31.	June of preceding year	
Departments consider candidates' work and standing. Department members review papers, chapters, grant proposals, teaching materials, any outside letters that may have been collected, and other items before the meeting at which a vote on reappointment is taken.	Fall quarter	

Phase 2: Dean's Office

Administrative Responsibility	Timeline	Faculty Folio RPT
Reappointment candidate uploads all candidate materials to Faculty Folio.	February 10	✓
Department uploads all department materials to Faculty Folio RPT.	February 20	✓
After reviewing each case, the Dean sends each candidate an offer of reappointment or an offer of a terminal year on the College's faculty.	Spring quarter	
Recommended changes in status are normally effective at the beginning of the academic year.	September	



Want to know more about the tenure-line reappointment process? Consult [The Chairperson's Handbook, ch. 4](#) and/or visit the [Reappointment for Tenure-Line Faculty webpage](#).

Part 3: Dossier Materials (excerpted from [The Chairperson's Handbook, ch. V](#). For more information, please consult the *Chairperson's Handbook*, the [Promotion for TL Faculty page](#), and the [Deadlines and Documents page](#).)

Candidate Documents (for the candidate to provide)

1. CV (please ask the candidate to consult Preparing a CV for Promotion Review)*
2. Statement (research, teaching, service)*
3. Full Corpus of Publications (including book manuscripts and proofs)
- 4. Key Publications** drawn from the Full Corpus (for external reviewers)
5. Citation Index Listings (if applicable)
6. Grant Proposals and Reviews (if applicable)
7. Book Contracts (if applicable)
8. Readers' Reports (if applicable)
9. Book Reviews (if applicable)
10. Course Syllabi*
11. Awards (if applicable)

Department Documents (for the department to provide)

- 1. Department Letter***
2. Internal Reports on Scholarship/Teaching (if available)
- 3. List of Suggested External Referees**
- ~~4. List of Suggested Benchmarks~~ (See * on page 6 below.)
- 4. List of Suggested Student Referees**
- 5. External Referee Letters to the Department**
6. Sample Request Letter from the Department to External Referees
7. Copies of the Replies of External Referees who declined
8. CTECs (The recommended CTEC Instructor Reports are the administrator's version with student comments pulled from CAESAR/Blue)*
9. Peer Classroom Observations (optional)
10. THREE copies each of published books (for tenure cases); ONE copy each of published books (for promotion cases)

* These are the only items required for tenure-line reappointment. For a list of optional submissions for the tenure-line reappointment review, please visit the [Reappointment for Tenure-Line Faculty webpage](#).

Candidate's Key Publications

- 5-6 key publications (including books) for the Dean's Office to send to external referees as part of the review packet.
- Articles published in peer-reviewed journals are helpful, although it's generally not useful to send an article that roughly duplicates the material in a major book project that is also included in the key publications.
- Published work that is part of a candidate's next major project would be important to include.



Sneak Peek at the Candidate's Key Publications section in Faculty Folio RPT

The screenshot shows the 'Key Publications' section in the Faculty Folio RPT. The page title is 'Northwestern | Faculty Folio' and the user is 'Assistant Dean Faculty Advancement'. The section is titled 'Key Publications (for external reviewers) 3-6 required'. Below the title is a table with three columns: Title, Details, and Actions. There are four rows of publications, each with a checkbox in the 'Actions' column.

Title	Details	Actions
<input type="checkbox"/> LastName_Key_Publication_1	Submitted by Felicia Dominguez Oct 23, 2020	
<input type="checkbox"/> LastName_Key_Publication_2	Submitted by Felicia Dominguez Oct 23, 2020	
<input type="checkbox"/> LastName_Key_Publication_3	Submitted by Felicia Dominguez Oct 23, 2020	
<input type="checkbox"/> LastName_Key_Publication_4	Submitted by Felicia Dominguez Oct 23, 2020	

Department Letter

- The exact department vote totals (including abstentions, absences, and those not voting), the number of eligible voters, and the names of eligible faculty who voted and those who did not should be specified. Absentee voters, if unexcused, will be understood as abstentions.
 - Department Vote Recording Form in Faculty Folio RPT
- Define the role of the candidate's teaching and subfield of research in the functioning of the department.
- Discuss strengths and weaknesses of the case, as well as directions in which the candidate should be expected to grow as a scholar and teacher.
- The letter should be signed by the chair and a small subset of the department members who voted on the case.
- The letter should be made available to all voters before it is sent to the Dean's Office.



Sneak Peek at the Department Documents section in Faculty Folio RPT

The screenshot shows the 'Department Documents' section in the Faculty Folio RPT. The page title is 'Northwestern | Faculty Folio' and the user is 'Assistant Dean Faculty Advancement'. The section is titled 'Internal Sections' and includes a note: 'These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.' Below this is a dropdown menu for 'Department Documents' which is expanded to show a table of materials.

Title	Details	Actions
<input type="checkbox"/> LastName_Department Letter	Added by Felicia Dominguez Nov 3, 2020	
<input type="checkbox"/> LastName_Ext_Ref_Suggestions_to_Dean	Added by Felicia Dominguez Nov 3, 2020	

External Referee Letters to the Department

- The department must collect at least **three** and no more than **six** letters from external referees to assist in its internal deliberations. Referees should be scholars (or artists) at comparable institutions.
- No more than half the referees consulted may be those named by the candidate. The others should be selected independently by the department. The department should not seek evaluations from former advisors, post-doctoral supervisors, close personal friends, or others having a relationship with the candidate that might reduce objectivity.
- The department should draft a letter asking specific questions that reflect high standards. (A sample of the letter used at the Dean's level may be obtained from the Assistant Dean for Faculty Advancement.)
- ~~Normally, comparisons with 3-4 benchmarks should be requested.~~ (See * on page 6 below.)
- Along with the letter, the department should send each referee the candidate's full vita (specifically supplied by the candidate for the promotion review. Please ask the candidate to consult [Preparing a CV for Promotion Review](#)). The department should also supply copies of publications, as needed.
- Referees' responses must be in writing. The department must include copies of all responses (including declines).

List of Suggested External Referees for the College-level Review

- The department letter should name **at least eight** external referees who have not already been contacted by the department. Generally, departments should name referees from top departments and universities.
- These referees must be known to have tenure. For a promotion to the rank of professor, the referees should be full professors.

*List of Suggested Benchmarks for the College-level Review

- Following changes in the Provost's policies, beginning in 2021-2022, the College no longer requires the identification of benchmarks. Instead, external evaluators may be asked to compare the candidate's scholarly achievements with those of other scholars of similar rank whom they deem to be top scholars in the field. Normally, these comparisons should be made to scholars appointed in programs considered to be among the very best nationally in the discipline. ([Chairperson's Handbook, subsection V.L.8](#) and [Guidelines for Candidates for Tenure and Promotion, p 9.](#))

List of Suggested Student Referees for the College-level Review

- The department should provide the names and current email addresses (and, if known, the course number and title and the term in which the student was enrolled), of **at least five** former undergraduate and graduate students (the distribution to be determined by the academic focus of the department and candidate).
- The Dean's Office writes to a randomly selected set of approximately twenty-five former students and advisees as well as to the five students proposed by the department.

Part 4: Appeals of a Negative Recommendation or Decision

Negative Promotion Decision

An initial decision regarding tenure or promotion rests with the Dean. If the Dean decides not to move a case forward, the dossiers of these candidates will not be forwarded to the Provost and President. The central administration may also turn down a candidate recommendation by the Dean. A candidate is typically informed by June if their promotion is turned down.

Appeals

A candidate may request a meeting with the Dean and, following that meeting, a written statement of reasons for the decision. The candidate then has recourse to the University Faculty Appeals Committee, which hears appeals based on violations of academic freedom, procedural flaws, or alleged discrimination, but not on issues of substance. Appeals must be filed within sixty days of the official notification to the candidate of a negative decision.

Part 5: Case Management System at the College-level of Review

Faculty Folio Review, Promotion, and Tenure ([Faculty Folio RPT](#))



Sneak Peek at the Faculty Folio RPT log-in page on Weinberg website

USING RPT IN FACULTY FOLIO

LOGIN TO RPT IN FACULTY FOLIO

Log in with your NetID. Need help logging in?
Email the [Asst. Dean for Faculty Advancement](#).

LOG IN TO FACULTY FOLIO →

- [Step-by-step web tutorials](#) and [video tutorials](#) are available.
- If requested, live tutorials will also be offered.