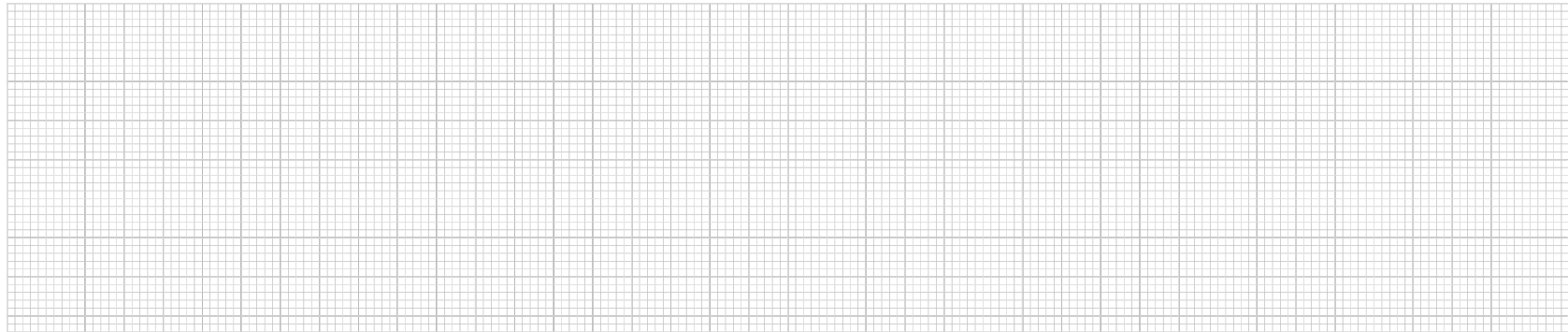


P&T CHANGES WORKSHOP

RON FRICKER, VICE PROVOST FOR FACULTY AFFAIRS
CYNDI HUTCHISON, PROJECT DIRECTOR, FACULTY AFFAIRS

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GOAL

- > Review changes to the P&T process and documentation for the 2024-25 cycle

AGENDA

- > P&T guidance, reminders, and changes
- > Questions and discussion

「 SUMMARY OF 2024-25 CHANGES

...and some reminders



└ SUMMARY OF 2024-25 CHANGES

- > Mandatory/nonmandatory checkbox removed from coversheet
- > Executive summary tables: columns for before and since last promotion or before and since coming to VT, whichever is later
- > For promotion to professor, increasing expectations that candidate has advised and graduated a terminal-degree graduate student
- > Tenure-track committee voting restricted to those with tenure
- > External reviewers asked to self-disqualify if they violate “too close” criteria
 - > Note: “Recent” publications now defined by NSF criteria: within the last four years
 - > Colleges can make this more stringent, meaning increase the length of time
- > New form for candidates to certify their external reviewer nominees
- > New memo for external letter guidelines for collegiate faculty

ALSO, SOME REMINDERS

- > Completeness, clarity, and attention to detail!
- > Dossier certification will continue
- > Other than for non-substantive corrections, dossiers cannot be changed once (officially) submitted
 - > Dept head and/or dean's letters used for any updates after submittal
- > Two progress reviews for promotion to associate and one for promotion to professor
- > Peer teaching evals: at least two required and they should be thorough (so committees don't have to just use SPOT scores)
- > Coversheet teaching, research, service percentages expected to be completed and non-zero (for tenure track candidates)

P&T GUIDANCE, REMINDERS, AND CHANGES, IN DETAIL



IN DETAIL: Guidance, Reminders, and Changes

> Importance of Completeness and Clarity

- > Every year, the committee emphasizes the importance of completeness, organization, and a clear focus on the candidate's strengths and contributions.
- > The dossier must demonstrate that the candidate meets department and college expectations. ***

> Dossier Certification and Submission Reminder

- > Candidates must follow guidelines on the Provost's website.
- > Dossier certification form acknowledges accuracy and affirms candidate's responsibility.
- > Dossiers cannot be revised post-submission except for typographical errors.
- > Additional substantive information should be included in the department head's letter or dean's letter. ***

IN DETAIL: Guidance, Reminders, and Changes

> P&T Mentoring

- > Virginia Tech supports faculty with P&T mentoring
- > Mentoring can come from department/school committee, faculty mentor, department head, etc.
- > Dossiers review ensures errors are corrected and case is strong

> Dossier Cover Sheet

- > Percent assigned to teaching, research, and service reflects candidate's current role and expectations.
- > Progress reviews and dates should be listed.
- > Mandatory/Non-mandatory category checkbox has been removed from the cover sheet as cases should be reviewed the same according to P&T standards.
 - > Internal process for tracking ***

IN DETAIL: Guidance, Reminders, and Changes

> Executive Summary

- > Tables are used to summarize candidate's accomplishments since joining VT or last since last promotion, **whichever is later.** ***
- > Highlights key achievements relevant to P&T evaluation.

> Committee Letters

- > Committee statements should include:
 - > List of eligible voting members
 - > **Voting members for tenure-track faculty must be tenured.** ***
 - > Recommendation for or against promotion and/or tenure

IN DETAIL: Guidance, Reminders, and Changes

> Department Head's Letters

- > Addresses expectations for promotion. ***
- > Summarizes comments and recommendations from external reviewers
 - > Include explanation for why the reviewer is well placed to write a letter
- > Should include an explanation for why progress reviews were not completed if required (tenure-track)
 - > Promotion to Associate Professor (two are required)
 - > Promotion to professor (one is required since last promotion)
- > Summarizes comments and recommendations from external reviewers
 - > Letter must include a paragraph that the list of external reviewers submitted by the candidate were reviewed and note whether or not any are too close to the candidate.

IN DETAIL: Guidance, Reminders, and Changes

- > External Reviewer Guidelines and Letters of Evaluation
 - > Dossier must contain at minimum four external reviewer letters.
 - > At least three must come from those selected independently by the department head and/or committee. ***
 - > For TT: Reviewers should be from peer institutions or major research universities. ***
 - > For CF: "...accomplished senior academics and senior contributors to the appropriate discipline(s) and/or areas of scholarship, preferably at peer universities. ...due to the distinctive responsibilities of collegiate professors, outside reviewers from less research-intensive colleges and universities may be appropriate."
 - > Instructions to reviewers regarding relationships with the candidate:
 - > How long they have known the candidate, whether there is a professional or personal relationship, and in general, if there is a potential conflict of interest.
 - > External reviewers should self-disqualify if they meet any of this criteria. ***
 - > In general, the National Science Foundation (NSF) standard of four years should be followed when determining "recent". ***
 - > Candidate External Reviewer List Certification
 - > Departments/colleges are encouraged to ask candidates to submit a signed external reviewer list document that affirms that there is no conflict of interest.
 - > Faculty Affairs has developed a certification form that may be used or modified as needed – do not submit with dossier materials. ***

IN DETAIL: Guidance, Reminders, and Changes

- > Guidance to External Reviewers (tenure-track)
 - > Required Text
 - > For all candidates:
 - > Ask reviewer to disclose their relationship with the candidate **and to self-disqualify if necessary.** ***
 - > Include a statement on confidentiality.
 - > For candidates with tenure clock extensions:
 - > If tenure clock extensions, **tell reviewer that candidate is to be evaluated as if on a six-year clock.** ***
 - > Suggested Text
 - > Describe Virginia Tech's criteria for promotion and/or tenure.
 - > Request a review of scholarship and professional contributions.
 - > Avoid asking about teaching and university service; focus on professional service.

IN DETAIL: Guidance, Reminders, and Changes

- > Guidance to External Reviewers (tenure-track)
 - > Things NOT to do:
 - > *Do not* ask about “promotability” at the reviewer’s home institution.
 - > *Do not* use statements such as:
 - > Your letter will be kept strictly confidential...
 - > The candidate has relinquished his or her right of access...
 - > We will maintain strict confidentiality and destroy your letter when the evaluation process is complete.

IN DETAIL: Guidance, Reminders, and Changes

- > **NEW** Guidance to External Reviewers (collegiate faculty)
 - > Required Text
 - > For all candidates:
 - > Ask reviewer to disclose their relationship with the candidate **and to self-disqualify if necessary.** ***
 - > For all candidates: Include a statement on confidentiality.
 - > Suggested Text – Criteria for Promotion
 - > Describe Virginia Tech's criteria for promotion.
 - > Examples provided for promotion to collegiate associate or collegiate professor.
 - > Suggested Text – Request for Review
 - > Request evaluation of teaching and scholarly contributions
 - > Examples provided for assessing candidate's work

IN DETAIL: Guidance, Reminders, and Changes

- > Guidance to External Reviewers (collegiate faculty) cont.
 - > Suggested Text – Focus on Professional Service
 - > Avoid asking (**too much**) about research and university service
 - > **Emphasize evaluation of teaching**
 - > Things NOT to do:
 - > *Do not* ask about “promotability” at the reviewer’s home institution.
 - > *Do not* use statements such as:
 - > Your letter will be kept strictly confidential...
 - > The candidate has relinquished his or her right of access...
 - > We will maintain strict confidentiality and destroy your letter when the evaluation process is complete.

IN DETAIL: Guidance, Reminders, and Changes

> Peer Teaching Evaluations

- > All faculty who teach should have teaching evaluations.
 - > Two letters or reports from departmental or college peer reviewers since last promotion.
 - > Reviews should occur in different points of time in the probationary/evaluation period.
 - > Reviews should address topics such as course organization and management, pedagogical strategies, content knowledge and communication, assessment strategies, and student engagement, among others

QUESTIONS AND DISCUSSION

Visit the Promotion and Tenure website for more information:

<https://faculty.vt.edu/promotion-tenure.html>

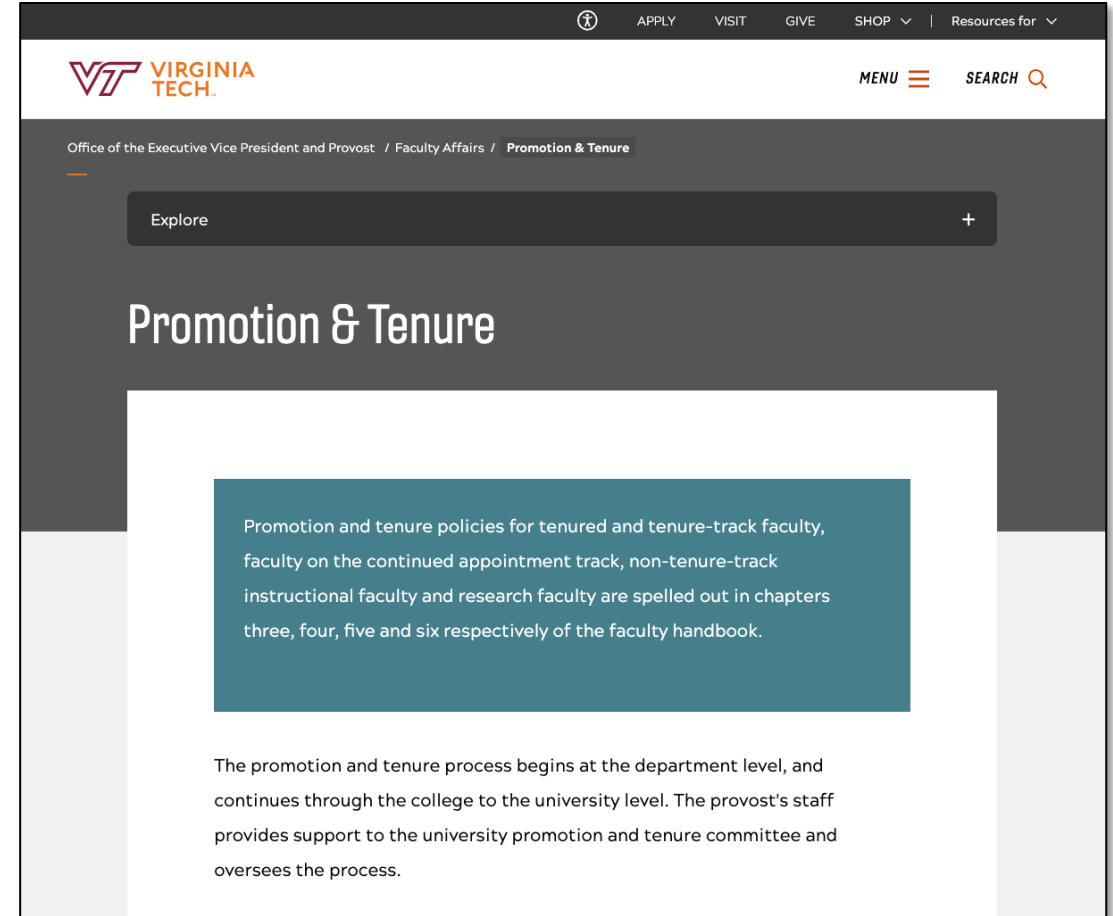


OTHER RESOURCES



IMPORTANT INFO ON PROVOST'S WEBSITE

- > Dossier template and preparation guidelines
- > University-level deadlines for promotion and tenure review
- > P&T Workshop dates
- > Historical summary of P&T outcomes



See <https://faculty.vt.edu/promotion-tenure.html>

└ P&T POLICIES AND PRACTICES

POLICIES

- > 2nd and 4th year progress reviews
- > Tenure clock extension(s)
- > Modified duties
- > Non-mandatory promotion to associate with tenure
 - > See memo dated September 21, 2022

PRACTICES

- > Mentoring
- > P&T Workshops
 - P&T Committee and Heads
 - Promotion to Professor
 - College-based workshops
- > Written expectations and standards

COVID-19 IMPACT CONSIDERATIONS

- > Faculty COVID statements
- > Inclusion of cancelled/postponed and/or virtual presentations
- > SPOT scores for calendar year 2020 optional
- > Tenure Clock Extensions
- > Work assignment adjustments
- > Modified duties
- > External letter reuse