P&T CHANGES WORKSHOP

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GOAL

> Review changes to the P&T process and documentation for the 2025-26 cycle

AGENDA

> P&T guidance, reminders, and changes
> Upcoming changes to the Faculty Handbook
> Questions and discussion

2025-26 P&T GUIDANCE, REMINDERS, AND CHANGES

Guidance, Reminders, and Changes

🔄 *Process Change* 📌 *Guidance/Reminder*

> Importance of Completeness and Clarity 📌
>> Each year, the University P&T Committee emphasizes:
>>> Importance of completeness and good organization.
>>> Clear focus on the candidate's strengths and contributions.
>> Dossier must demonstrate that the candidate meets department and college expectations.

> P&T Mentoring 📌
>> Candidate mentoring important in promotion and tenure process (and in general).
>> Mentors can be from department/school committee, faculty mentor, department head, etc.
>> Dossiers review ensures errors are corrected and case is strong.

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> ## Dossier Certification and Submission Reminder 📌
>> Certification acknowledges accuracy and affirms candidate's responsibility.
>> Dossiers cannot be revised post-submission except for typographical errors.
>> Additional substantive information can be included in the department head or dean letter.

> ## Dossier Cover Sheet 📌
>> Percent teaching/learning, research/creative activities, and service/outreach/extension helps committees to understand expectations and assess accomplishments
>> Progress reviews and dates should be listed.
>> Mandatory/non-mandatory category checkbox removed from the cover sheet as cases should be reviewed the same according to P&T standards.
>>> Use an internal process for tracking

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> 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.

> Department and College Committee statements 📌 should include:

  > List of eligible voting members.

    > Reminder: Voting members for tenure-track faculty must be tenured

  > Recommendation for or against promotion and/or tenure.

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> Department Head Letters 📌 must be detailed and must include:
>> Expectations for promotion and an overview of role, workload, and contributions
>> Assessment of performance in each domain (teaching, research, service)
>> Explanation of any gaps, exceptions, or unusual circumstances
>> Summarize comments and recommendations from external reviewers
>> Explain why progress reviews were not completed if required (tenure-track)
>> Speak to candidate's collegiality, impact, and potential for continued excellence 🔄

> Candidate External Reviewer List Certification 📌
>> Form intended to help candidates ensure there are no conflicts of interest.
>> Form may be used or modified as needed.
>> It does not need to be submitted with dossier materials.

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> Artificial Intelligence (AI) Prohibited (e.g., ChatGPT) in dossiers 🔄

  > Prohibition ensures confidentiality and privacy of the candidate's materials.

  > Reviewers, committees, and administrators may not use AI to:

    > Evaluate or summarize dossiers.

    > Draft or otherwise generate reports and letters.

> External Reviewer Guidelines and Letters of Evaluation 📌

  > Dossier must contain at minimum <u>four external reviewer letters</u>.

    > <u>At least three must come from those selected independently by the department head and/or committee</u>.

    > 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."

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> Guidance to External Reviewers 📌
>> For All Candidates
>>> Ask reviewer to disclose their relationship 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.
>>>> The National Science Foundation (NSF) standard of four years should generally be followed to determine "recent".
>>> Include the following AI statement 🔄
>>>> "As part of Virginia Tech's faculty promotion process, we request that your evaluation be based solely on your professional expertise and independent analysis of the candidate's dossier. To ensure confidentiality and maintain the integrity of the review, please refrain from using AI tools to generate, analyze, or draft your response. All materials provided are confidential and should not be shared with or processed by any external platforms, including AI systems. Thank you for your cooperation in upholding the standards of this process."
>> For Candidates with Tenure Clock Extensions
>>> Include the following statement
>>>> "The candidate should be evaluated as if their record was accumulated during the standard six-year probationary period."
>>>> It is not required if being evaluated within the standard six-year probationary period and did not use their extensions. 🔄

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> Guidance to External Reviewers (continued) 📌

> > Suggested text on criteria for promotion
> > > Describe Virginia Tech's criteria for promotion and/or tenure.
> > > Examples provided for promotion to collegiate associate or collegiate professor.

> > Suggested text on scope of the review
> > > Request evaluation of teaching and scholarly contributions.
> > > Examples provided for assessing candidate's work.

> > Things <u>not</u> 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.

See Faculty Affairs memos for detailed guidance

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> Professional Impact Statement 🔄

  > Optional ½ page on disruptions and may address:

    > COVID-related issues (e.g. lab closures, canceled performances)

    > Federal policy shifts (e.g. grant freezes, agency shutdowns)

    > Should focus on professional impact, not personal circumstances

  > Candidates affected by national or external disruptions may also include a contextual statement describing the impact of disruptions as previous mentioned

    > Provide explanations for any canceled or interrupted grants

    > If significantly impacted, consult department head about tenure clock extension options

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> Peer Teaching Evaluations 📌
>> All faculty who teach should have teaching evaluations.
>>> Two letters or reports, at least two pages long, from departmental or college peer reviewers since last promotion.
>>> Each should occur in different points of time in the probationary/evaluation period.
>>>> Conducted in different semesters. 🔄
>>>> Focused on distinct instructional events.
>>>> Conducted by different reviewers to provide diverse perspectives. 🔄
>> Best Practice: Conduct peer reviews regularly, not just at dossier time.

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Some Additional Notes

> Non-mandatory cases need to be *strong*
>> It's about meeting expectations, not time, but the case should not be a stretch
>> Think about it like the inverse of a tenure clock extension case

> Promotion to professor
>> It's also about meeting expectations...and *continuing* to meet those expectations

> Continuing issues:
>> External reviewers with conflicts of interest
>> Not enough external reviews chosen by the department/committee
>> Department head letters too short or failing to address issues
>> University committee's emphasis on mentoring graduate students
>> Not enough or weak peer evaluations of teaching

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Upcoming Faculty Handbook (Chpt 3) Changes

> Application for promotion appeal process

>> Disagreement between faculty member and the department/school about whether the faculty member should be considered for promotion and/or tenure

>> Faculty member may appeal the department/school decision to their dean if:

>>> Have at least four years in rank at Virginia Tech and

>>> Have requested consideration in writing in the prior year

>> Appeal must be based on department/school or college expectations guidelines for P&T

> For tenure, first attempt in non-mandatory year will now be able to appeal

> Appeals process for promotion to professor updated

> Criteria that only tenured faculty can vote on tenure track cases reinstated

See Faculty Affairs P&T Website for Details

> General guidance and relevant memos

> Dossier templates and guidelines

> University-level deadlines for promotion and tenure review

> P&T workshop dates and videos of past workshops

> Historical summary of P&T outcomes

See https://faculty.vt.edu/promotion-tenure.html
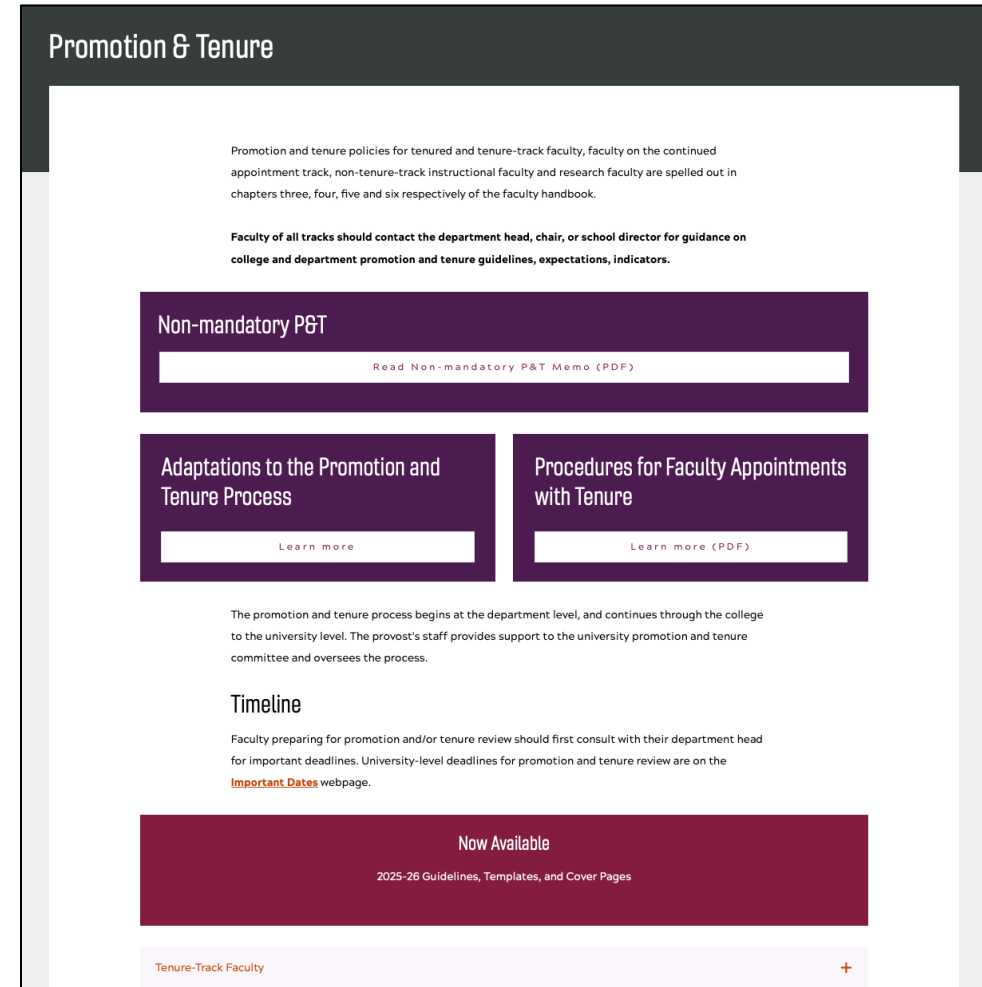
QUESTIONS AND DISCUSSION

Visit the Promotion and Tenure website for more information:
https://faculty.vt.edu/promotion-tenure.html