

**Provost & Vice President
for Academic Affairs**

Twamley Hall, Room 302
264 Centennial Drive Stop 8176
Grand Forks, ND 58202-8176
Phone: 701.777.2167
Fax: 701.777.4139

TO: Academic Deans, Department Chairs, and Faculty

FROM: Thomas DiLorenzo, Provost and Vice President for Academic Affairs
Debbie Storrs, Senior Vice Provost

DATE: April 2, 2020

RE: 2020 – 2021 Annual Timeline for Promotion & Tenure Review

Below please find the timelines that will apply to the promotion and or tenure process for all eligible faculty for the 2020 – 2021 academic year. UND promotion, tenure, and evaluation information, including a listing of the required materials and relevant forms, is available [here](#) at the Provost and Vice President for Academic Affairs webpage.

Background

The University of North Dakota's (UND) success depends on academic excellence and the exceptional work and outstanding achievements of its distinguished faculty. Promotion and tenure are among the most significant professional benchmarks during a faculty member's career in teaching, research or creative scholarship, and service. Tenure is awarded for academic achievement, confidence in future performance, contributions to the university and its communities, and in recognition of the value of academic freedom. Promotion recognizes evidence of intellectual distinction, professional recognition, and academic integrity. Together, promotion and tenure—along with the annual process of evaluation for all faculty that aligns performance objectives and outcomes—encompass the scope of faculty roles and responsibilities, and impact the vitality and viability of UND's academic mission. Promotion and Tenure processes must be conducted rigorously, fairly, and in accordance with appropriate benchmarks and metrics that align with discipline-specific standards and national norms.

At UND, all recommendations and advice on faculty promotion and tenure are to be informed by and in accordance with State Board of Higher Education policy (see esp. [605.1](#), [605.2](#), [605.3](#) and [605.4](#)), North Dakota University System policy (see esp. [Sec. 605.1](#)), the UND *Faculty Handbook* (see esp. [Sec. 1-4](#), [1-5](#), and [1-8](#)), UND's "[Essential Elements of Departmental Guidelines for Evaluation, Promotion, and Tenure](#)", and UND College, School, and Departmental policies and procedures (see specific guidelines at the unit levels). Discipline-specific norms and standards, as well as national best practices, also should inform university PTE policies, practices, and procedures.

In 2013, the Provost and Vice President for Academic Affairs' Academic Cabinet adopted the following "Guiding Principles for Promotion and Tenure":

The application of departmental and college promotion and tenure standards should serve the University's mission and facilitate the institutional fulfillment of the University's obligation in teaching, scholarly and creative accomplishments, and professional service and contribution to society. Promotion and tenure standards should be applied in a manner that ensures the quality of our academic programs while fostering the success of our faculty. Both the process and the substance of promotion and tenure decisions should reflect the University's commitment to accurate, appropriate, and fair assessment of faculty productivity, integrity of process and public accountability, and encouraging collaborative, interdisciplinary, and innovative approaches in teaching, scholarly and creative accomplishment, and professional service and contribution to society. UND [Guiding Principles for Promotion and Tenure](#) (UND Academic Cabinet, 2013).

UND promotion and tenure information, including a listing of the required materials and relevant forms, is available [here](#) at the Provost and Vice President for Academic Affairs webpage.

Timeline for the Promotion and Tenure Process

The following timeline will apply to the promotion and tenure process for all eligible faculty for the 2020-2021 academic year. All University-level dates are to remain reasonably fixed with minimal change from year-to-year. If a date falls on a weekend, federal or state holiday, or other day that the University is officially closed, the deadline is automatically extended to the next business day. College or School Dean's offices should share these dates and deadlines, along with any applicable internal deadlines, with Department Chairs and all faculty, and they will be posted on the Vice President for Academic Affairs webpage. Any College- or School-specific deadlines that differ from the University timeline must be communicated directly to candidates by the College or School.

UNIT Deadline	Description of Action
DEPARTMENT April 30, 2020	Notice of Intent to become a candidate for promotion and/or tenure and names of suggested external reviewers should be filed with Department Chair by end of business day. Extension requests due to exceptional circumstances for tenure review outside the expected probationary period must be submitted by this date.
DEPARTMENT September 8, 2020	Applicants submit tenure and/or promotion files electronically to department chair on September 8.
DEPARTMENT September 11, 2020	Chair makes applicant files available electronically to Department Committee on September 11, 2020.
DEPARTMENT September 30, 2020	Department Committee's written record of votes on promotion and/or tenure and written advice, including the basis for any recommendation, due to Department Chair.
DEPARTMENT October 14, 2020	Department Chair's recommendations are made on tenure and/or promotion and applicants are informed in writing of Chair's recommendation, including the department committee's written record of votes and basis for any recommendation. Files are made available electronically to applicants to review and respond (if desired) to any material in the file.

<p>DEPARTMENT Three complete business days immediately following receipt of Department Chair's recommendations as described in the previous date in this timeline</p>	<p>Applicant provides response (if desired) to Department Chair via letter sent electronically.</p>
<p>DEPARTMENT Business day immediately following the three-day period available for applicant review and response</p>	<p>Applicant file containing written recommendations and supporting statements from Department Chair and Department Committee due to Dean. Documents should be submitted according to the College/School's policies and procedures (e.g. electronically through blackboard)</p>

<p>COLLEGE October 26, 2020</p>	<p>Dean's Office makes files and accompanying materials available electronically to College Committee.</p>
<p>COLLEGE November 12, 2020</p>	<p>Advice from the College Committee, along with written record of votes for and against promotion and/or tenure and written advice, including the basis for any recommendation, due to Dean.</p>

<p>DEAN December 7, 2020</p>	<p>Dean's recommendations are made on tenure and/or promotion and applicants are informed in writing of Dean's recommendation, including the basis for any recommendation and College Committee's written record of votes, written advice and basis for any recommendation. Files are made available electronically to applicants to review and respond (if desired) to any material in the file.</p>
<p>DEAN Three complete business days immediately following receipt of Dean's recommendations as described in the previous date in this timeline</p>	<p>Applicant provides response (if desired) to Dean via letter sent electronically.</p>
<p>DEAN Business day immediately following the previous date in this timeline</p>	<p>Written recommendations and supporting statements from Dean, along with applicant files including documentation and votes from all levels of review, due to Provost and Vice President for Academic Affairs (for both tenure and promotion) via Blackboard site.</p>

UNIVERSITY PROMOTION & TENURE COMMITTEE & ACADEMIC DEANS December 14, 2020	Provost's Office makes promotion and/or tenure files available for review via Blackboard to University Promotion & Tenure Committee and Academic Deans.
UNIVERSITY PROMOTION & TENURE COMMITTEE January 25, 2021	University promotion and tenure committee advice, along with written record of votes on promotion and/or tenure and basis for advice, due to Provost and Vice President for Academic Affairs.
COMMITTEE OF ACADEMIC DEANS February 3, 2021	Committee of academic deans' advice, along with written record of votes on promotion and/or tenure and basis for decision, due to Provost and Vice President for Academic Affairs.
PROVOST On or about February 15, 2021	Provost and Vice President for Academic Affairs' recommendations for promotion and/or tenure, and applicants are informed in writing of Provost and Vice President for Academic Affairs' recommendations and basis for decision.
PROVOST Three complete business days immediately following receipt of Provost's recommendations as outlined the previous date in this timeline	Files are made available for applicants to review and respond (if desired) to any material in file.
PROVOST Business day immediately following the previous date in this timeline	Written recommendations from Provost and Vice President for Academic Affairs for promotion and/or tenure due to President.
PRESIDENT On or about March 2, 2021 (based on NDUS and SBHE deadlines)	President's decisions on promotion and recommendations on tenure are made and applicants are informed in writing of President's decisions and recommendations.
PRESIDENT TBD annually in spring	President's recommendations on tenure are forwarded to NDUS and SBHE. SBHE votes on tenure recommendations at the end of April. After decision is made applicants will be notified via written letter from the President.

Notes and Additional Guidance

All University-level dates are to remain reasonably fixed with minimal change from year-to-year. If a date falls on a weekend, federal or state holiday, or other day that the University is officially closed, the deadline is automatically extended to the next business day.

All required faculty dossier materials forwarded to the Provost and Vice President for Academic Affairs must be in electronic form. It therefore is recommended that Departments, Colleges, and Schools move required materials to electronic form for review at all levels.

The terms “recommendation” and “advice” reflect the UND *Faculty Handbook*, which specifies that Chairs, Deans, and Provost and Vice President for Academic Affairs make written “recommendations” on promotion and/or tenure applications. Committees, therefore, advise those entities. The faculty member’s right to review and respond occurs at each instance of formal recommendation.

Per SBHE policy, for tenure-eligible faculty hired at mid-year, the half-year of service shall count as full-year toward tenure.

Time spent on leave of absence or developmental leave may be counted as academic service. Faculty members should obtain the approval of the Chair, Dean, and Provost and Vice President for Academic Affairs if they choose to extend their probationary period due to a leave of absence or developmental leave. See UND *Faculty Handbook*, [Sec. 1-8](#).

A request for an extension of the probationary period for tenure-eligible faculty if there is an exceptional circumstance may be submitted at any time, but *no later* than the end of the academic year *prior* to the year in which the review for tenure is scheduled to occur. As a result of the exceptional circumstances associated with the coronavirus, all tenure track faculty who are in their probationary period during the spring 2020 semester have the option to apply for an automatic one-year extension to their probationary period. Requests for an automatic one-year extension under these circumstances must be sent to the respective Dean’s office by April 30, 2020. Information regarding this is available [here](#).

