A meeting of the Promotion, Tenure, and Evaluation Working Group was held on December 18, 2015 in Twamley Hall, Room 404. Steve Light and Ryan Zerr presided. Members present included Diane Darland, Will Gosnold, Darlene Hanson, Mike Poellet, Kathryn Rand, and Chih Ming Tan.

1. **Welcome & Approval of Minutes**
   a. The minutes from November 24, 2015 were approved.

2. **Updates [standing item: informational]**
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
      i. Provost held another priorities update on December 16. The update included information about the PTE Working Group. Information added to the updated included time in rank and roles and responsibilities by rank.
   b. Communications

3. **Procedural History [discussion]**
   a. Wisdom of ongoing “how did we get to this point” appendix?
      i. Subgroups were asked to track how they gathered information such as from peer institutions. This information can be included in the final report in an appendix.
   b. Subgroups asked to provide that?
      i. The subgroups agreed to track the information.

4. **Criteria for Promotions in Rank [carry-over discussion]**
   a. Time in rank for promotion & tenure
      i. Tenure credit – this will be discussed at a future meeting
      ii. Mid-year appointment – this will be discussed at a future meeting
      iii. Early tenure
         1. UND allows faculty to request early tenure once, usually in the fifth year. This is similar to peer institutions.
      iv. Linkage of promotion & tenure – this will be discussed at a future meeting
      v. What happens when promotion (& tenure) of probationary faculty is denied
         1. Typically, a faculty member receives a one-year terminal contract if tenure is denied, but there are exceptions. The Working Group
discussed whether faculty members who don’t receive tenure can be hired back in a non-tenure track position.

b. Special appointments – how to handle these? – this will be discussed at a future meeting

5. Finish Discussion of Collegiality/Professionalism [10 minutes]
   a. This will be discussed at a future meeting

6. Wiki or other process for ongoing Faculty Handbook drafting
   a. This will be discussed at a future meeting
      i. Wiki in Blackboard
      ii. Organized by topic
      iii. Subgroup responsible for editing
      iv. Based on input to subgroup

7. Next Meeting
   a. January 29, 2016 at 9:00 AM in Twamley Hall, Room 305

UND Faculty Handbook I.8.2.C-E UND ADMINISTRATIVE GUIDELINES FOR DEVELOPMENT OF TENURE RECOMMENDATIONS

C. In order for advanced tenure credit to be awarded for any year of University of North Dakota service funded with non-appropriated money, whether full or part-time, the faculty member must have been evaluated during the service in question in accordance with regular department/college evaluation procedures. When prior tenure credit for previous professional experience is also involved, it will be considered at the same time.

D. When a faculty member begins a tenure eligible appointment midyear, he/she is normally considered for tenure with the group who started at the beginning of that appointment year.

E. Early tenure (after four or five years) will be recommended only in exceptional cases.

Implementation at the University of North Dakota:

The probationary period of six years of continuous academic service to the institution may be shortened under those unusual circumstances when the faculty member's qualifications support a grant of early tenure in less time than the ordinary probationary period. In these cases, the faculty member bears the burden of demonstrating that his or her achievements unequivocally meet the stated criteria for tenure as established by the University in I-8.1.1(3)(b). The evaluation for the award of early tenure shall proceed in accordance with the procedures used for ordinary tenure reviews.
A faculty member may be considered for early tenure only once. If a faculty member does not receive a favorable evaluation for the award of early tenure, his or her established probationary period will continue, at the end of which their ordinarily scheduled evaluation for tenure will occur.

I.5.3.A.2 (&P) UND SENATE PROCEDURAL GUIDELINES FOR PROMOTION

2. In addition to the normal procedure described in A.1 above, eligibility for promotion will be reviewed for instructors in their fourth year in rank, assistant professors in their sixth year in rank and associate professors in their seventh year in rank whenever promotion to the next rank has not been recommended earlier. The review is normally initiated in the department as described in A.1 above. A faculty member may, in writing, withdraw a consideration of a promotion at any level of review. The time periods specified above are not intended to indicate the normal or usual time spent in a particular rank prior to promotion. The criteria for evaluation of promotion should be the same regardless of when such a review occurs. For persons hired at mid-year, the half year of service shall count as a full year toward promotion.

P. A tenure-eligible Assistant Professor ordinarily must put forth an application for both promotion to Associate Professor and tenure in his or her sixth year. If the Assistant Professor does not achieve promotion to Associate Professor, then the President will recommend that his or her tenure application also be denied.

In this case, with the Provost’s approval, and consistent with fulfillment of the University’s institutional obligations, appropriate rigor of promotion, and tenure standards, and fairness to faculty, the Assistant Professor’s Dean may

a. Do nothing, in which case the following year will be the Assistant Professor’s terminal year.
b. Hire the Assistant Professor in a non-tenure-eligible position, such as instructor.
c. Request from the Provost a one-year extension of the tenure clock, giving the Assistant Professor one additional year to successfully apply for promotion to Associate Professor and tenure. In this case, the Dean and department should communicate clearly, and in writing, what the Assistant Professor must accomplish prior to, and demonstrate in, his or her next application. If the Assistant Professor does not achieve promotion to Associate Professor based on the next application, then his or her tenure application must also be denied, and the Dean may choose between options (a) and (b) above.