

Policies on Promotion, Tenure and Reappointment (PTR) for the Department of Ecology and Evolutionary Biology (EEB)

1. Availability of PTR Policies

This document will be provided to all new faculty hires ('faculty' includes all those appointed in positions covered by the AAUP agreement

<http://www.uconnaaup.org/contracts/aaup-integrated-agreement/>), and is available on request to any EEB faculty member. An overview of the PTR process can be found at <http://provost.uconn.edu/promotion-tenure-and-reappointment-ptr/>.

Both the Provost and the Dean of the College of Liberal Arts and Sciences have policies related to PTR: **Provost** - <http://provost.uconn.edu/promotion-tenure-and-reappointment-ptr/> ; **Dean** - <https://uconnclas-departmentheads.pbworks.com/w/page/58093073/Guidelines%20for%20Reappointment%20and%20Promotion%20of%20Lecturers%20and%20In-Residence%20Faculty>

Note that the Procedures on these web sites supersede any procedures in this document if there is a conflict.

2. Two Committees for Promotion and Tenure will be convened, a committee for tenure track faculty and a committee for non-tenure track faculty. Faculty may serve on only one of these committees per year.

3. Selection of the PTR Advisory Committee for tenure track faculty (henceforth PTR-TT).

- a. Individuals eligible to elect the PTR-TT are departmental members who hold tenure-track appointments.
- b. Members of the PTR-TT will have been in the Department for two years, and should be predominately tenured faculty. Individuals in the following categories are ineligible to be elected to the PTR-TT Committee: the Department Head; the Associate Department Head; department members who have just served on two consecutive PTR committees; department members who are presently serving on the Dean's PTR advisory council; department members scheduled to be away in the Fall semester; department members being considered for tenure or promotion; department members that have a spouse/partner being considered for tenure or promotion in EEB.
- c. Before the end of the 3rd week in April, the Department Head will distribute a ballot listing all the eligible faculty members in EEB and a space for a write-in candidate from another Department.
- d. Four EEB faculty members with the highest number of votes will be on the PTR-TT. The Department Head will appoint a fifth eligible member.
- e. If there are conflicts of interest, or other disqualifications, remaining faculty

member(s) with the highest number of votes will be alternate(s). In cases where the Head has a conflict of interest, the Associate Head will prepare the recommendation.

- f. At least one member will be from the Regional Campuses when Regional Campus faculty are being considered. If no tenured EEB regional campus faculty are available, a tenured member of that Regional campus will be sought as an *ad hoc* PTR-TT member.
 - g. The Committee will elect a Chair.
4. Selection of the PTR Advisory Committee for non-tenure track faculty (henceforth PTR-NT).
- a. Individuals eligible to elect the PTR-NT are departmental faculty members who have been in the Department for at least two years.
 - b. Individuals in the following categories are ineligible to be elected to the PTR-NT Committee: the Department Head; the Associate Head; department members who have just served on two consecutive PTR committees; department members who are presently serving on the Dean's PTR advisory council; department members scheduled to be away in the Fall semester; department members being considered for tenure or promotion; department members that have a spouse/partner being considered for tenure or promotion in EEB.
 - c. Before the end of the 3rd week in April, the Department Head will distribute a ballot listing all the eligible faculty members in EEB and a space for a write-in candidate from another Department.
 - d. Four EEB faculty members with the highest number of votes will be on the PTR-NT. The Department Head will appoint a fifth eligible member.
 - e. If there are conflicts of interest, or other disqualifications, remaining faculty member(s) with the highest number of votes will be alternate(s). In cases where the Head has a conflict of interest, the Associate Head will prepare the recommendation.
 - f. At least one member will be from the Regional Campuses when Regional Campus faculty are being considered. If no EEB faculty who have been promoted are available from a Regional campus, a tenured member of that Regional campus will be sought as an *ad hoc* PTR-NT member.
 - g. To provide continuity to the process, the Associate Head will be *ex-officio* Chair of the PTR-NT.
5. Reappointment procedures
- a. Tenure track faculty are reviewed each year during the period leading to the promotion/tenure year.
 - i. Extended Third Year Review. The Provost conducts a third year review of all tenure-track faculty at the beginning (in the fall) of their fourth year. It will provide concrete and specific feedback that can

be used both to assess whether a contract should be renewed and whether progress is being made toward achieving standards for promotion and tenure.

1. The review will be managed by the department's PTR-TT and Head.
 2. The PTR committee will ask the faculty member to write statements describing their research, teaching, and service accomplishments, and their goals in these areas.
 3. The PTR committee may ask the faculty member to provide other pertinent information to help them conduct the extended third year review.
 - ii. The University Senate recommends that faculty arrange other (non-SET) forms of teaching evaluation.
 - b. Non-tenure track positions
 - i. Prior to the 6th year, all appointments are reviewed each year. The Head is responsible for reviews after the first, second, fourth and fifth years. Assessment of reappointment to a fourth year will be carried out by the PTR-NT. After the 6th year, appointments can be made for 3-5 year periods. The PTR-NT will review the initial or subsequent award of a multi-year contract in years 7 and beyond.
 - ii. For teaching faculty, evaluation of teaching by students (SET) and any other evaluations will be reviewed, as will any service or research contributions. The Head recommends that faculty arrange other (non-SET) forms of teaching evaluation at least biennially (see 9.b. below).
 - c. The Department Head will meet annually with all faculty in their first 6 years.
6. Review of tenure track faculty for promotion and/or tenure
- a. Faculty who are eligible for tenure and/or promotion should indicate their desire to be promoted (or not be considered) by April 10.
 - b. Selection of outside reviewers and the information evaluated:
Each candidate for Promotion or Tenure will submit a list of 5 or more possible outside reviewers to the PTR-TT Chair. Reviewers will be: individuals with an outstanding national or international reputation in the applicant's field of study and who hold a tenured position or equivalent. Reviewers will typically hold positions at or above the level of Promotion being sought. These external letters should not be from close acquaintances, former mentors, or frequent collaborators.
 - c. The PTR-TT, in consultation with appropriate faculty, will prepare a list of 5 or more outside reviewers. The Head in consultation with the PTR-TT will select a list of 6-12 outside reviewers who will be contacted for reviews. At least half of these will come from the candidate's list.

- d. The PTR-TT and Head may also collect pertinent information from inside or outside the University as stipulated by the University Procedures regarding Promotion and Tenure.
 - e. The PTR-TT will review all pertinent data and appraise the performance and potential in *Teaching* (including evaluations), *Research*, and *Service* performances and potential of each faculty member under consideration, basing its appraisal on the criteria listed in Article XIV, Section D of the University of Connecticut's Bylaws (2013 ed.) and the *EEB Criteria for Tenure and Promotion* document (in prep).
 - f. Assessment will take into account the candidate's assignments.
 - i. If the candidate is a Regional Campus faculty member, input will be sought from the Campus Director.
 - ii. If the candidate is jointly appointed, a letter of evaluation will be solicited from the Institute/Center director, and the candidate evaluated in light of any Memorandum of Understanding.
 - g. The PTR-TT will summarize all materials, then advise the Department Head of their decision by making a formal recommendation by vote and submission of its views in a written report. Any dissenting opinions shall be recorded with supporting data in this report.
 - h. In the case of any substantive negative finding, the Head will notify the candidate who can choose to appear before the PTR-TT.
 - i. Candidates will be informed of the final recommendations of the PTR-TT and Head. These recommendations, along with all supporting data and any dissenting opinions, will be submitted by the Head to the Dean of CLAS. Each candidate will receive a copy of the PTR recommendation page.
 - j. If either the Department Head or the PTR-TT makes a negative recommendation to the Dean, the faculty member may submit to the Dean a written statement presenting a case for consideration by the Dean and the Dean's Advisory Council. The faculty member must submit this statement to the Dean within one week after being informed in writing of the recommendation by the Department Head.
7. Review of non-tenure track faculty for promotion
- a. Outside letters will be sought in cases where research productivity is one element of the case for promotion. In such cases, the procedures in 4a and 4b will be followed.
 - b. The Committee and Head may also collect pertinent information from inside or outside the University as stipulated by the University Procedures regarding Promotion and Tenure.
 - c. The Committee will review all pertinent data and appraise the Teaching (including evaluations), Research and Service performance and potential of each faculty member under consideration, basing its appraisal on the

criteria listed in Article XIV, Section D of the University of Connecticut's Bylaws (2013 ed.).

- d. Assessment will take into account the candidate's assignments.
 - i. If the candidate is a Regional Campus faculty member, input will be sought from the Campus Director.
 - ii. If the candidate is jointly appointed, a letter of evaluation will be solicited from the Institute/Center director, and the candidate evaluated in light of any Memorandum of Understanding.
 - e. The Committee will summarize all materials, then advise the Department Head of their decision by making a formal recommendation by vote and submission of its views in a written report. Any dissenting opinions shall be recorded with supporting data in this report.
 - f. In the case of any substantive negative finding, the Head will notify the candidate who can choose to appear before the Committee.
 - g. Candidates will be informed of the final recommendations of the PTR-NT and Head. These recommendations, along with all supporting data and any dissenting opinions, will be submitted by the Head to the Dean of CLAS. Each candidate will receive a copy of the PTR recommendation page.
 - h. If either the Department Head or the PTR-NT makes a negative recommendation to the Dean, the faculty member may submit to the Dean a written statement presenting a case for consideration by the Dean and the Dean's Advisory Council. The faculty member must submit this statement to the Dean within one week after being informed in writing of the recommendation by the Department Head.
8. Target dates for the timing of events related to the functioning of the PTR committees. Note that candidates have access to their files throughout this process and may supplement their PTR folders with new information at any time.

By April 10: Faculty should inform the Head if they wish to be considered for promotion or tenure in the following year.

Withdrawal from consideration may be requested at any time.

April 11-13: PTR ballots will be sent out.

Early May: PTR Committees are formed (4 elected, 1 appointed by Head) and the PTR-TT elects a Chair.

Mid May: All faculty being considered for promotion or tenure should submit to a full CV to the Head. Candidates for 4th year reappointment, promotion and/or tenure should also submit a CV to the PTR-TT or PTR-NT. Those being considered for a promotion and/or tenure who have research as a criterion, will

submit a list of 5-10 potential outside reviewers to their respective PTR committee.

Late May: The PTR-TT or PTR-NT compile lists of outside reviewers (with email addresses) and submit these to the Head. The Head contacts potential outside reviewers to confirm their willingness to participate, providing deadlines for letters.

Late June: Candidates for promotion and/or tenure provide CV and reprints of publications for transmission by the Department to the outside reviewers. Candidates are recommended to supply research and teaching statements for outside reviewers.

Last Friday in August: All candidates for promotion or reappointment submit the factual PTR form (available from the Provost's website at <http://provost.uconn.edu/promotion-tenure-and-reappointment-ptr/iii-the-form/> .. The Committee will evaluate the PTR form to determine if it is complete; if not, they will request additional information from the candidates or Head. A minimum of four letters from outside reviewers is required - at least two are from the candidate's list and at least two are from the Committee/Head's list.

1st Friday in September: All individual completed PTR files are due in the Department office to be made available to the PTR-TT and PTR-NT. All solicited letters that are received must be included in the file.

3rd Friday of September: The PTR-TT and PTR-NT submit all reappointment recommendations to the Head. In the case of any substantive negative findings, the Head will notify the candidate who can choose to appear before the Committee.

Last Friday of September: The Chairs of the PTR-TT and PTR-NT submit all the Committee's promotion, tenure and reappointment recommendations to the Head, and inform each candidate of the Committee's recommendation. Candidates are permitted to appear before the PTR-TT or PTR-NT before a final recommendation is made to the Head.

1st Friday in October: Final recommendations of the PTR-TT and PTR-NT and Head, along with all supporting data and any dissenting opinions, are submitted by the Head to the Dean of CLAS. The Department Head informs each candidate of the Head's recommendation and provides a copy of the PTR recommendation page.

9. Note on teaching evaluations

- a. All faculty must have their teaching evaluated using standard University forms, including faculty who team-teach. Faculty are responsible for having their courses evaluated. The summary reports and not the individual evaluations should be supplied to the PTR-TT or PTR-NT.
- b. Due to concerns about low response rates on the University SETs, it is recommended that alternative (non-Student Evaluation of Teaching) forms of teaching evaluation be sought. These will be considered as supplementary material. The Provost's PTR guidelines specify that selected comments from students or colleagues should not be included with the PTR folder.

10. Publication definitions

- a. *Published* – Any manuscript for which a complete citation or DOI (digital object identifier) can be supplied.
- b. *In press* or *Accepted* – Any manuscript that has been officially accepted by an editor (acceptance documentation required).
- c. *Submitted* – Any manuscript submitted for publication (submission documentation required).
- d. *Review and Resubmit* - Any manuscript that has been reviewed and invited for resubmission following revision.
- e. *In preparation* – Any manuscript in draft form, not yet submitted. If listed, these should be made available upon request by the Committee.

Last updated by Schlichting 15 April 2015.