

**Procedures and Practices for Review and Promotion of
Non-Tenure Track Instructional Faculty**
Updated August 2020

TIMELINE for PRT Chair, candidates, PRT Committee, Dept. Chair, Office specialist, and PRT procedures.	
Spring	<p>PRT Committee identifies PRT Chair for coming Fall by May 15. Dean notifies Chair about which NTTF are up for annual review or promotion. The Office Specialist notifies faculty who are eligible. PRT Chair, along with candidate and mentors, identify and submit a list of external reviewers to CLAS. The Office Specialist sends reminders to Chair and PRT Chair to re-read PRT guidelines and procedures. PRT Chair and faculty mentors help faculty with preparation of external packets, due by end of first week in June, mailed by second week in June. The Office Specialist reminds faculty that internal materials for review are due October 1.</p>
Summer	<p>PRT Chair and faculty mentors help faculty with preparation of additional internal materials. The Office Specialist reminds external reviewers mid-August, letters due September 1st. The Office Specialist obtains external letters. The Office Specialist obtains schedule for PRT decisions from Dean's office.</p>
Early Fall	<p>PRT Chair attends Steering Committee meeting to schedule PRT meetings. Specialist reminds faculty that materials for review are due October 1.</p>
Fall	<p>Candidate sends materials for review to PRT Chair and PRT Specialist by October 1. PRT Chair, with support of Specialist, organizes and schedules PRT Committee activities. The Office Specialist creates a listserv for each PRT Committee. PRT Chair assigns report writers for each PRT candidate. PRT Chair, with support of Specialist makes sure reports and materials go to Department Chair. Chair writes their report. The Office Specialist makes sure materials go to the Dean in a timely fashion. PRT Chair and Department Chair meet with faculty to discuss reports. The Office Specialist make sure reports are in faculty files (electronic & hard copy).</p>
As needed	<p>Make sure procedures for reconsideration are followed.</p>

The **Department Chair** and **PRT Chair** ensure that all policies and procedures referring to Promotion and Retention of NTTF are followed. This typically means making information available to the PRT Committee and the candidates about the process. As soon as a PRT Chair is named, he or she should reread the departmental guidelines, entitled "*Guidelines for the Evaluation of Instructional Non-Tenure Track Faculty in Continuous Employment*" (updated and approved by OAA and available as a link from the department's "Faculty Resources" page) and the PSU P&T guidelines entitled, "*PSU Policies and Procedures for Evaluation of Faculty for Tenure, Promotion, and Merit Increases*" (available as a link on the department's and CLAS websites.)

The **PRT Chair** should also review with the Office Specialist the CLAS deadlines, and all relevant forms and checklists from the CLAS website. It is essential to review deadlines and forms each year because they are frequently updated. The **Office Specialist** updates the forms and calendar in early fall and notifies the candidates that materials are due, but it is the PRT Chair's responsibility to check these

for accuracy.

The **Office Specialist** creates a list-serve of the PRT subcommittees for use by the PRT Chair and Committees.

1. The Dean’s office notifies the Department Chair about which faculty are eligible for promotion. NTTF must be considered for continuous appointment after six full years, but may request to defer promotions to Senior Instructor I or II. **By the end of Spring quarter, the Chair, the past PRT Chair, the incoming PRT Chair, and candidates determine who will be considered in Fall.**

2. NTTF instructional faculty members are evaluated annually through a developmental review process during years one through five of the probationary period. They are also eligible for two kinds of promotion: promotion to Senior Instructor I and promotion to Senior Instructor II. Hence, there are typically four types of cases to consider. Note that some of the timelines described below will vary depending on the candidate’s letter of offer and other agreements made with the candidate subsequent to hire. There may also be variations depending on leaves taken by the faculty. It is the responsibility of the Chair, PRT Chair and PRT Specialist to check the candidate’s file to make sure that all such previous agreements are followed.
 - a. **Annual reviews:** Starting with the first annual review, conducted in the Fall of year 2, annual reviews are required for the five years prior to consideration for continuous appointment. These reviews take place fall of every year, except those in which promotion or milestone reviews are conducted.
 - b. **Promotion to Senior Instructor I:** Faculty are eligible for consideration for promotion to Senior Instructor I after three full years as Instructor. Candidates can request deferral from consideration.
 - c. **Promotion to Senior Instructor II:** Faculty are eligible for consideration for promotion to Senior Instructor II after three full years as Senior Instructor I. Candidates can request deferral from consideration.
 - d. **Milestone Review for Continuous Appointment:** Conducted during the faculty’s sixth year (unless specified differently in their letter of offer), this review determines whether a faculty member receives a continuous appointment or is terminated.

CALENDAR of PROMOTION REVIEW PROCESSES for Non-Tenure-Track Faculty (NTTF)	
Review	Timing
Instructor	Upon completion of an advanced degree
Annual Review	Fall of each year
Promotion to Senior Instructor I	At least 3 years in rank as Instructor unless appointed prior to 2014
Annual Review	Fall of each year
Milestone Review	After 5 full years
Promotion to Senior Instructor II	At least 3 years in rank as Senior Instructor I

Post-promotion review	Every 3 years post-promotion to Senior Instructor II

Example Calendar of Review Processes for Someone Hired in 2020.			
Year	Academic Year	Activities	Due Dates For Materials
One	2020 - 2021	None	
Two	2021 - 2022	First Annual Review	Fall: 1 October 2021
Three	2022 - 2023	Second Annual Review	Fall: 1 October 2021
Four	2023 - 2024	Consideration for Promotion to Senior Instructor I (after 3 full years at the rank of Instructor)	Fall: 1 October 2023
Five	2024 - 2025	Fourth Annual Review	Fall: 1 October 2024
Six	2025-2026	Milestone Review for Continuous Appointment (after five full years) Selection of External Reviewers Materials sent to External Reviewers Materials sent to PRT Committee	Fall: 1 October 2025 15 May 2026 1 July 2026 15 Sept. 2026
Seven	2026-2027	Sixth Annual Review	Fall: 1 October 2026
Eight	2027 - 2028	Consideration for Promotion to Senior Instructor II (after three full years as Senior Instructor I) Selection of External Reviewers Materials sent to External Reviewers Materials sent to PRT Committee	Fall: 15 Sept. 2027 15 May 2027 1 July 2027 15 Sept. 2027
Twelve	2030-2031	Post-Promotion Review (every 3 years)	Fall: 15 Sept. 2030

PREPARING MATERIALS

Internal Annual Review

Materials for annual reviews are due to the PRT Chair and PRT Specialist by **October 1**. Materials should cover the previous year, and include (in pdf):

1. An updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website) (the CV should make clear what accomplishments are new),
2. An **annual self-appraisal** that reflects the areas of work as described in the faculty member's job description and that highlights activities and achievements, including:
 - a. key accomplishments over the previous year
 - undergraduate teaching, advising, and mentoring activities, and
 - self-governance and service activities;
 - b. a personal self-evaluation of progress made in the previous year including

- a description of professional goals, professional development activities intended to advance job performance, and progress toward professional goals,
 - a description of teaching philosophy, instructional goals, and pedagogical methods, and
 - a self-evaluation of both classroom and individual instructional processes; and
- c. a description of contributions to the undergraduate program, including documentation of projects undertaken/completed;
3. Quantitative and/or qualitative summaries of **student evaluations** or other appropriate assessments of teaching over the previous year, summarized and presented graphically;
 4. **Syllabi** and/or other pedagogical materials from the review period.
 5. Materials submitted by the faculty member may include, but are not limited to:
 - Peer evaluation of teaching and curricular innovation;
 - Description of professional development activities intended to advance job performance;
 - A reflective analysis of student and/or peer evaluations of teaching;
 - Evidence of scholarly activities, beyond the classroom, as defined by the discipline;
 - Evidence of ability to work effectively with individuals from and topics related to diverse populations, and
 - Evidence of service activities related to unit mission.

Promotion to Senior Instructor I

Materials for promotion are due to the PRT Specialist and Chair by **October 1**. Materials cover the period since the candidate began teaching at PSU. Accomplishments over the entire span of a faculty member's career can be included, with greater emphasis given to accomplishments achieved since starting at PSU.

1. An updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website),
2. A **self-appraisal** that reflects the areas of work as described in the faculty member's job description and that highlights activities and achievements, including:
 - a. key accomplishments over the review period
 - undergraduate teaching, advising, and mentoring activities, and
 - self-governance and service activities;
 - b. a personal self-evaluation of progress made over the review period including
 - a description of professional goals, professional development activities intended to advance job performance, and progress toward professional goals,
 - a description of teaching philosophy, instructional goals, and pedagogical methods, and
 - a self-evaluation of both classroom and individual instructional processes; and
 - c. a description of contributions to the undergraduate program, including documentation of projects undertaken/completed;
3. Quantitative and/or qualitative summaries of **student evaluations** or other appropriate assessments of teaching over the review period, summarized and presented graphically;
4. Syllabi and/or other pedagogical materials from the review period.
5. Materials submitted by the faculty member may include, but are not limited to:

- Peer evaluation of teaching and curricular innovation;
- Description of professional development activities intended to advance job performance;
- A reflective analysis of student and/or peer evaluations of teaching;
- Evidence of scholarly activities, beyond the classroom, as defined by the discipline;
- Evidence of ability to work effectively with individuals from and topics related to diverse populations, and
- Evidence of service activities related to unit mission.

Promotion to Senior Instructor II

Materials for promotion are due to the PRT Specialist and Chair by **October 1**. Materials cover the period since the candidate was last promoted. Accomplishments over the entire span of a faculty member's career can be included, with greater emphasis given to accomplishments achieved since starting at PSU.

1. An updated **curriculum vita** in the format specified in Appendix 1 of the PSU P & T guidelines (CLAS website),
2. A **self-appraisal** that reflects the areas of work as described in the faculty member's job description and that highlights activities and achievements, including:
 - a. key accomplishments over the review period
 - undergraduate teaching, advising, and mentoring activities, and
 - self-governance and service activities;
 - b. a personal self-evaluation of progress made over the review period including
 - a description of professional goals, professional development activities intended to advance job performance, and progress toward professional goals,
 - a description of teaching philosophy, instructional goals, and pedagogical methods, and
 - a self-evaluation of both classroom and individual instructional processes; and
 - c. a description of contributions to the undergraduate program, including documentation of projects undertaken/completed;
3. Quantitative and/or qualitative summaries of **student evaluations** or other appropriate assessments of teaching over the review period, summarized and presented graphically;
4. Quantitative and/or qualitative summaries of **student evaluations** or other appropriate assessments of teaching over the review period, summarized and presented graphically;
5. Syllabi and/or other pedagogical materials from the review period.
6. Materials submitted by the faculty member may include, but are not limited to:
 - Peer evaluation of teaching and curricular innovation;
 - Description of professional development activities intended to advance job performance;
 - A reflective analysis of student and/or peer evaluations of teaching;
 - Evidence of scholarly activities, beyond the classroom, as defined by the discipline;
 - Evidence of ability to work effectively with individuals from and topics related to diverse populations, and
 - Evidence of service activities related to unit mission.

Milestone Review for Continuous Employment

In year six (6) of the probationary period, NTT instructional faculty members are evaluated for continuous appointment through a Milestone Review.

Peer review. The candidate is evaluated by at least one peer or other credible source (e.g., authoritative subject matter or pedagogical experts). All cases that require external letters should be worked on starting in the **previous Spring**. This involves three steps:

1. Identifying the external reviewers;
 2. Sending letters and packets to the external reviewers; and
 3. Obtaining letters from the external reviewers in a timely fashion.
1. **Identify external reviewers.** Identifying external reviewers involves the candidate, the Department Chair, the PRT Chair, and the Dean's office. The "CLAS Report on External Letters" can be used to record this information during the selection period for external reviewers.
 - a. Once the Department Chair is notified by CLAS that the eligibility of each candidate is confirmed, the PRT Chair asks the faculty member for a list of at least two reviewers from outside the university. The list, due at the beginning of May, includes a brief description of the potential reviewer, his or her contact information, and a description of his or her relationships with the candidate (e.g., mentor, collaborator, colleague at another university, etc.). The candidate can also provide a list of reviewers perceived to be biased or negative. Although these people can be used as reviewers, the candidate's views will be noted for the PRT Committee and included in the case.
 - b. At least two additional reviewers are listed by the PRT Chair (in consultation with other faculty as needed). The combined list is sent to the Dean for review according to dates established by CLAS and the CLAS Dean (typically about mid-May); and the CLAS Dean may add names to the list. Thus, a list is created of potential outside reviewers from the input of the faculty member, PRT Chair, and CLAS Dean.
 - c. The Chair of the PRT Committee in consultation with the faculty selects evaluators from this list of potential outside reviewers.
 - d. By the end of the first week in June, the PRT Specialist sends solicitation e-mails from the PRT Chair to potential reviewers, securing their agreement to write letters of evaluation. The PRT Specialist continues until he/she obtains agreements from 2 reviewers, in order to be sure to secure at least 1 external letter.
 2. **Assemble external packet.** By the end of the first week in June, the faculty member whose performance is being reviewed, in consultation with the PRT Chair, assembles a packet for external reviewers, which includes:
 - a **curriculum vitae** (in the format of his or her choice), and
 - the **statement** of the faculty member's **teaching** accomplishments, **service**, and **outreach**.

In general, these materials are sent electronically. If a reviewer wishes, hard copies can also be sent also by regular mail. Packets should be neatly photocopied and placed in a well-organized binder.

The PRT Specialist sends the packet and a letter of solicitation from the PRT Chair to the

reviewers by June 15, including copies of the departmental “*Guidelines for the Evaluation of Instructional Non-Tenure Track Faculty in Continuous Employment*” and the “PSU Policies and Procedures for Evaluation of Faculty for Tenure, Promotion and Merit Increases” (effective July 1, 2014). In general, outside reviewers are used to evaluate whether syllabi and course content are up to date and pedagogical techniques reflect best practices.

Reviewers are asked to submit their letters so that the department has them by **September 1**. An example of the solicitation letter is available on the I-drive.

3. **Obtain letters from reviewers.** The PRT or Department Chair is responsible for seeing that the letters arrive by September 15th. This may involve reminder emails or phone calls from the PRT Specialist to the reviewers, beginning in the middle of September. A complete evaluation file to be considered by the PRT Committee must include at least **one** such letter from external reviewers.

Internal Materials

Faculty whose performance is being reviewed for promotion prepare a separate packet of well-organized materials for internal review. These are due to the PRT Chair and PRT Specialist by **October 1**. Materials are cumulative and should cover the entire time since the date of hire. Accomplishments over the entire span of a faculty member’s career can be included, with greater emphasis given to accomplishments achieved since starting at PSU.

The Milestone Review Materials submitted by the faculty member should, at minimum, include the following:

1. A **cumulative self-appraisal** that reflects the areas of work as described in the NTT instructional faculty member’s job description and highlights activities and achievement, including:
 - a. **key accomplishments** over the period of the review, in the areas of
 - undergraduate teaching, advising, and mentoring activities, and
 - self-governance and service activities;
 - b. a **personal self-evaluation** of progress made in the previous year including
 - a description of professional goals, professional development activities intended to advance job performance, and progress toward professional goals,
 - a description of teaching philosophy, instructional goals, and pedagogical methods, and
 - a self-evaluation of both classroom and individual instructional processes; and
 - c. a description of **contributions to the undergraduate program**, including documentation of projects undertaken/completed;
2. Current **curriculum vitae** following applicable sections of the PSU Promotion and Tenure format approved by the Provost;
3. Quantitative and/or qualitative summaries of **student evaluations** or other appropriate assessments of teaching since the last review, summarized and presented graphically; and
4. Representative **syllabi** and/or other **pedagogical materials** from the six-year review period.

The Milestone Review Materials submitted by the faculty member may include, but are not limited to:

- Peer evaluation of teaching and curricular innovation;
- Description of professional development activities intended to advance job performance;
- A reflective analysis of student and/or peer evaluations of teaching;
- Evidence of ability to work effectively with individuals from and topics related to diverse populations;
- Evidence of service activities related to unit mission; and
- The annual self-appraisals prepared by the faculty member.

The following additional items may be included in the evaluation of teaching and curricular accomplishments, to the extent consistent with a faculty member's letter of appointment:

- Contributions to courses or curriculum development;
- Materials developed for use in courses;
- Results of creative approaches to teaching methods and techniques, including the development of software and other technologies that advance student learning;
- Results of assessments of student learning
- Accessibility to students;
- Ability to relate to a wide variety of students for purposes of advising;
- Mentoring and guiding students toward the achievement of curricular goals;
- Results of supervision of student research or other creative activities including theses and field advising
- Results of supervision of service learning experiences in the community;
- Contributions to, and participation in, the achievement of departmental goals, such as achieving reasonable retention of students;
- Contributions to the development and delivery of collaborative, interdisciplinary University Studies, and inter-institutional educational programs;
- Teaching and mentoring students and others in how to obtain access to information resources so as to further student, faculty, and community research and learning;
- Grant proposals and grants for the development of curriculum or teaching methods and techniques;
- Professional development as related to instruction, e.g., attendance at professional meetings related to a faculty member's areas of instructional expertise; and
- Honors and awards for teaching.

CONDUCTING NTTF REVIEWS: THE PRT COMMITTEE

1. Working in conjunction with the **PRT Committee Chair**, the designated **Office Specialist** obtains a schedule of relevant dates from the CLAS office. From these dates an internal timeline/review schedule will be established for the PRT Committee and Department Chair to complete their evaluation reports and share them with the faculty member under review. One week is allowed for the Department Chair to complete his or her report and two weeks are allowed for the faculty member to respond to the report or request a reconsideration if he or she desires to do so.
2. The **PRT Chair** attends the first Fall meeting of the Steering Committee to schedule the PRT

Committee meetings for the Fall quarter.

3. At the first PRT Committee meeting, **the PRT Chair** assigns report writers and schedules the days that each case is discussed. In general, each case is discussed for a full PRT meeting. **The report writer** then prepares a draft (with line numbers if possible) and sends it to the Committee prior to the next meeting. The draft is discussed and revised at the next meeting.
4. The **Office Specialist** obtains the relevant forms for promotion from the CLAS Website. The **Office Specialist** places each candidate's materials on a Google drive that is accessible only to the PRT Committee and Department Chair, along with:
 - the ad to which the faculty member responded,
 - the faculty member's letter of offer, and
 - the faculty member's previous annual reviews, including those from the Department Chair and CLAS.

The **Office Specialist** notifies the committee and the Department Chair that they are available. Upon request, the **Office Specialist** prepares mini-packets concerning each case. These are marked "Confidential" and distributed in envelopes to anyone who requests them.

Mini-packets contain:

- the vita,
- the one-page summary that summarizes major accomplishments in teaching, outreach, and self-governance since the time of hire,
- the narrative statements,
- the summary of teaching evaluations, as well as
- the ad to which the faculty member responded,
- the faculty member's letter of offer, and
- the faculty member's previous annual reviews, including those from the Department Chair and CLAS.

For cases involving external reviewers, the packet also contains the external letters.

5. In general, the **PRT Chair** and **PRT Committee** members follow the following procedures in conducting reviews. Candidates and members of the PRT Committee should familiarize themselves with the procedures as well so that they understand the internal departmental process of faculty review.
 - a. The **membership** of the PRT committee to consider the promotion of NTTF to any given rank shall consist of all tenured faculty and all NTTF who hold that rank or above, hold at least a .50 FTE appointment, and (because of either ineligibility or self-deferral) are not currently being considered for promotion to that rank. If none of the other NTTF in the department are at or above the given rank, then one NTTF of lower rank will be on the committee. If there are no other NTTF in the department, then a NTTF from another department will be invited. When a faculty member has been involved in interdisciplinary teaching and/or research, the PRT committee may include a nonvoting faculty representative from a second department or program mutually agreed upon by the faculty member and the PRT committee.

- b. The **PRT Committee**, reviews the materials submitted for consideration by the faculty member, together with the ad to which the faculty member responded, the letter of offer, and any prior PRT evaluation letters and evaluation letters from the Department Chair and Dean.
 - c. The **committee** discusses the faculty member's materials and performance, with each member of the committee responsible for communicating direct knowledge they may have of the faculty member's performance.
 - d. Based on the discussion, a **member of the committee** writes a draft letter that summarizes and communicates the committee's evaluation of the faculty member. The writer of a faculty member's review letter will be, where possible, from the same program area or field as the faculty member.
 - e. The **committee members** review the draft letter.
 - f. The **committee** reconvenes to discuss any needed revisions to the letter so that it accurately communicates the committee's evaluation of the faculty member. A key function of the **PRT Chair** during the meeting is to listen to the committee's discussion and make sure that the evaluation letter accurately reflects the substance of the faculty's discussion and evaluation of the faculty member.
 - g. The **letter writer** revises the letter as needed based on this discussion and sends the revision to the committee members, and coordinates any additional revisions that are requested.
 - h. For a committee member to vote on an individual case, he or she must attend every meeting at which that case is considered
6. Using this process, the **PRT Committee** considers each case, and prepares a letter or report. The Committee's report to the department chair will be in the form of a written narrative for each affected faculty member. The report addresses the faculty member's progress toward the criteria for promotion based on the description of the faculty member's role and responsibilities in the letter of appointment. The final report is sent to the PRT Chair, who issues the report under his or her signature.
- In the case of the annual reviews, these are written to the faculty member (in second person). In the case of reports that go forward, these are written in third person; the PRT Committee addresses them to the Chair, and the Chair address them to the Dean.
7. For review cycles during which Instructional faculty (NTTF) are eligible for and request consideration for promotion, the PRT committee makes one of three decisions for each member of the department and the votes of each voting member of the committee must be recorded on the recommendation form labeled "*Appraisal Signature Sheet and Recommendation Form.*"
- a. *Ineligible*: This decision is appropriate for faculty who do not have minimum time in rank.
 - b. *Deferral*: This decision is appropriate for faculty who have met the minimum time in rank to qualify for promotion but whose requests for promotion are not accepted. Deferrals for faculty who have requested evaluation for promotion must be accompanied by a written report.
 - c. *Positive Decision*: This decision is appropriate for faculty whose attainments warrant promotion. For faculty members recommended for promotion, the committee's evaluation should survey the faculty member's years at Portland State. Where a positive

recommendation is being made, a written report accompanies the recommendation form.

CONDUCTING PRT REVIEWS: THE DEPARTMENT CHAIR

1. The **PRT Chair** gives the committee report and forms to the designated **Office Specialist** who passes them to the Department Chair, after making sure that copies of all materials that need to be forwarded to the Dean are included. Upon request, **PRT Chairs** may also send next-to-final drafts of letter to the Department Chair.
2. The Department Chair must be satisfied that the departmental committee has followed the departmental guidelines and that the appraisals are complete and in proper form. The department chair:
 - a. confirms that all eligible faculty have been considered, and
 - b. makes a separate recommendation for each faculty member under consideration.
3. The **Chair** prepares an independent evaluation of the review materials. If the recommendation of the chair differs significantly from the committee's recommendation, the chair states in writing the reason for the specific differences.
4. For review cycles during which a member of the Instructional faculty (NTTF) is eligible for and requests consideration for promotion, the chair also:
 - a. reviews justification for deferral at the faculty member's request and decision for deferral made by the committee; and
 - b. reviews positive and negative recommendations and the curriculum vitae and supporting materials of the faculty member in question.
3. The **Chair** forwards the Committee report and the Chair's letter to the candidate for their review (cc-ing the PRT Chair and the Office Specialist).

CONDUCTING PRT REVIEWS: FEEDBACK TO THE CANDIDATE

1. The **Department Chair** and the **PRT Chair** (or a member of the PRT Committee) meet with the candidate to discuss the letters, correct any errors of fact in the letters, convey any additional information from the PRT Committee not included in the letter, and answer any questions that the faculty member may have about the evaluation. This session is also used for the purpose of continued professional development, for example, to clarify roles and expectations, to check in about workload, to plan or problem-solve, to make requests for support or mentoring, and to strategize about future projects and next steps.
2. For review cycles during which a member of the Instructional faculty is eligible for and requests consideration for **promotion**, the department chair and PRT chair also inform each faculty member in a timely manner in writing of the departmental committee's and of the chair's recommendations (ineligible, deferred, recommended for promotion).

The **faculty member** is given the opportunity to review the complete appraisal document before they are forwarded to the Dean and Provost, and he or she should then indicate having done so by signing the "Appraisal Signature and Recommendation Form." The faculty member may suggest something as basic as a simple correction of fact in the letter (e.g., the candidate has 4

articles in press rather than 3); on rare occasions the candidate may have more substantive questions regarding their materials (see below). The **Chair** and **PRT Chair** must discuss with a faculty member, when requested, the reasons for the recommendations.

3. If a **faculty member** does not question either the PRT Committee's recommendation or the recommendation by the Department Chair, the **Office Specialist** sends the committee's evaluation and the Chair's letter, along with all supporting materials to the Dean's office.

Request for Reconsideration

4. If a **faculty member** questions either the PRT Committee's recommendation or the recommendation by the Department Chair, he or she may request a reconsideration of that recommendation. Within two weeks of receipt of written notice of departmental action, the faculty member must give written notice of intent to request a reconsideration of the recommendation. If the request is for reconsideration of the PRT Committee's recommendation, both the Committee Chair and the Department Chair must be notified. If the request for reconsideration concerns only the Chair's recommendation, only the Chair need be notified in writing.
5. The **faculty member** may request a review on the basis of procedural or substantive issues. The faculty member prepares whatever supportive material is pertinent. The supportive materials must be submitted within two weeks of written notification of intention to request the reconsideration.

All materials submitted by a faculty member shall become part of the appraisal document. The **PRT Committee** and/or the **Department Chair**, as appropriate, consider the materials presented by the faculty member. The **PRT Committee** and/or the **Department Chair** may attach to the appraisal additional documentation with their recommendation(s) at that time.

For reviews that will be forwarded to the Dean, the designated **Office Specialist** ensures that materials are complete, in the required format, and forwarded to the Dean within the required timeline. The appraisal document includes copies of the chair evaluation letter, the PRT Committee's letter, the PRT voting form, and the complete file, including the faculty member's request for reconsideration and additional materials, the response form the Chair and/or PRT Committee, along with all supporting materials. The **Office Specialist** forwards the appraisal document to the Dean's office in accordance with the dates determined annually by the Dean.

7. At the conclusion of all types of review, the **Office Specialist** will place copies of the PRT Committee review and Department Chair review in the faculty member's permanent file, and will scan and place copies of all review documents in the PRT file - both electronic on the I-drive and hard copy to the files in the Department Chair's office.
8. The **Department Chair** must submit the following to the Dean, if the review requires a submission to the Dean:
 - a. statement of assurance that all non-tenure track faculty eligible for promotion have been reviewed;
 - b. recommendation form for each faculty member; and,
 - c. the committee's and the Chair's written narratives for all faculty members who have received positive or negative recommendation for promotion.

9. Upon receipt of the Dean's recommendation, the **Chair** must inform the faculty member of that recommendation in a timely manner.

Updated by Ellen Skinner & Zoe Erickson, August 26, 2020.