Overview of The Citadel's Tenure and Promotion Process

Faculty Tenure & Promotion Committee (FTPC)
The Citadel
September 23, 2025

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Agenda

- Applicable documents
- Timeline for probationary reviews
- Overview of process and timelines
- Faculty Success Portfolio document
- Questions and answers

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T&P Committee for 2025-2026

- Jan Goldman – INTL
- Tess Updike – LIBR
- Rigo Florez – MATH
- Deepti Joshi – CYCS
- Nathan Washuta – MECH
- Caroline Strobbe – MLNG
- Kim Subasic – NURS
- Scott Yost – PHYS
- DuBose Kapeluck – PSCI
- David Preston – HIST
- Tim Hanchon - PSYC

- Susan Wright – ACFI
- Will Money – MGMT
- Danny Gustafson – BIOL
- Mary Katherine Watson – CIVL
- Suzanne Mabrouk – CHEM
- Sean Griffin – CRMJ
- Guy Ilagan – EDUC
- Ron Hayne – ELEC
- Russ Sobel - MSCE
- Tom Horan – ENG
- Dena Garner - HHP

Applicable Documents for Tenure and/or Promotion

- Memorandum 3-601

- Department/School Standards

- Documents loaded into your Faculty Success activities screens as specified by 3-601

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Tenure Process Overview

- Tenure and Promotion Reviews utilize a Faculty Success Review (previously called Workflow); the Portfolio document is created automatically

- Probationary Reviews happen offline and outside of FTPC, as in past years, but faculty will create their Portfolio PDF in Faculty Success and then share it via email

- Apply for tenure during 6th year of probation

- Extension of the probationary period for "compelling personal circumstances"

- Timeline reduction possible
  - Normally contained in Provost's letter of hire
  - In "exceptional cases, " one-year reductions are possible with the approval of the department/dean/Provost

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1st, 3rd, 4th, and 5th Year Probationary Review

- **By January 2, 2026**
  - Give your portfolio PDF (generated in Faculty Success) to your departmental T&P Committee

- **By February 15, 2026**
  - Department review is due. Candidates should have all ballots and the Department Head's recommendation – add to Faculty Success, rerun the portfolio PDF and give to your Dean

- **By March 15, 2026**
  - Deans Review of Candidates' materials is due

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2nd Year Probationary Review

- **By October 15, 2025**
  - Give your portfolio PDF (generated in Faculty Success) to your departmental T&P Committee

- **By Nov. 15, 2025**
  - Department review is due. Candidate should have all ballots, and the Department Head's recommendation – add to Faculty Success, rerun the portfolio PDF and give to your Dean

- **By December 15, 2025**
  - Dean's review of candidates' materials is due.

Promotion to Associate Professor

- Typically coincides with tenure decision
- May apply for promotion during 6th year
- Do not have to apply for a promotion
- In "exceptional cases," a person may apply one year early with approval of the department/dean/Provost

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Committee Selection: T&P

- Consult 3-601 for composing the committee
- Outside Members
  - Need for 3rd year, tenure, and promotion
  - Excludes department head, dean, provosts, and members of the FTPC
  - Departmental committees select outside members, 'with the input of the candidate…"

- FTPC members
- Serve on internal committees
- Cannot serve as external members
- Abstain from T&P vote at FTPC level

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Timeline for T&P

T&P Makes Use of a Faculty Success Review (previously called a Workflow)
Note: The candidate can access all submitted documents in FS after every step is completed.

- **By Nov. 1, 2025:** Candidate's materials are submitted to dept. head via Faculty Success

- **By Dec. 1, 2025:** Departmental T&P review completed. Dept. head loads recommendations, letter, ballots, and optional information, then submits to Dean via Faculty Success

- **By January 11, 2026**: Dean completes review and submits recommendations and letter to the FTPC via Faculty Success.

- **March 15, 2026:** FTPC submits ballots to FTPC Chair (offline)

- **April 7, 2026:**
  - FTPC Chair loads recommendations, letter, and ballots and submits to the Provost via Faculty Success
  - Process commences for requesting a 2nd Review

- **By the end of the Year – Faculty Meeting**
  - Notification of final decision

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Timeline for Post-Tenure Review

PTR Makes Use of a Faculty Success Review (previously called a Workflow)

Note: The candidate can access all submitted documents in FS after every step is completed.

- **By January 2, 2026**
  - Candidate submits the PTR portfolio PDF to department head via Faculty Success. The department head provides the portfolio to the Department Post-Tenure Review committee chair and members.

- **By February 10, 2026**
  - Department Post-Tenure Review Committee completes its work, and the chair forwards the recommendation letter and ballots to the Department Head and faculty member.

- **By March 10, 2026**
  - Department head uploads the recommendation letter and ballots from the Department Post-Tenure Review Committee and adds their recommendation letter. The department head also enters the annual review information to save from doing a separate annual review step. The head submits all materials to the dean via Faculty Success.

- **By April 10, 2026**
  - The dean uploads their recommendation letter and submits to the provost.

- **By May 10, 2026**
  - The provost notifies the faculty member of her decision and Faculty Success is updated.

Departmental/School Ballots

- Confidential, anonymous typed ballots from each committee member
- One ballot for Tenure
- One ballot for Promotion
- Rationale for decision

Recommendation of Department Head/School T&P Committee Chair or Dean

- Separate recommendations for tenure and promotion
- Description of the review process
- Summary of department-level committee decision with names of committee members and their signatures (Department Head)
- Explanation of the workload of the candidate
- Rationale for support or absence of support of the candidate

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Portfolio Contents by Action Sought

- 1st, 2nd, 4th, 5th years <u>cover the year under review</u>
- 3rd year covers actions <u>since the time of hire</u>
- Tenure covers actions <u>since the time of hire</u> and may include achievements before hire
- Promotion covers actions <u>since the last personnel action/promotion</u>

Organization of Portfolio

- Introduction
- Teaching
- Scholarship
- Service
- Recommendations
  - Annual Evaluations from Dean and Department Head/ School Committee Chair
  - Peer Evaluations per Department/School Standards
  - Department/School committee ballots from each year for Probationary Faculty
  - T&P Recommendations from Department/Dean

Remove Confidential Information (Salary, Moving Expenses from Hire Letter, Name of Student from Student Samples, SS#, etc....

Note: Faculty Success automatically formats the Portfolio document correctly per Memo 3-601

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Examples of Supporting Evidence

- Teaching
  - Lessons plans, assignments, evaluations, accolades
- Service
  - Summary of activities, event programs, flyers, accolades
- Research/Scholarship
  - Papers, chapters, book title pages, proposals, research plans, reports, etc...

Note: These may all be loaded in Faculty Success

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Within Faculty Success – Update These Screens which are included in the Portfolio PDF

Note: To preview and create the Portfolio PDF document, select the "Tenure & Promotion" report in the Reports tab

- **General Credentials/Expertise**
  - Update Tenure and Promotion* only with documents needed for the particular review
  - Update Review Process Documentation with recommendations, past annual reviews, past ballots
  - Optional update: Awards and Honors (when categorized as "Leadership," these are included in the Introduction.
- **Scholarship/Research**
  - Update Publications, Presentations, and Contracts, Fellowship, Grants, and Sponsored Research
- **Service**
  - Update University, Professional, Community, and Student Service; Mentoring; Yearly Advising Summary
- **Teaching**
  - Update Scheduled Teaching to include syllabi, student eval. of instruction, final exam, peer/dept. head reviews (if done), and optional example course materials (lesson plans, assignments, accolades, etc.). *Note: SEI Teacher Rating is not used.*

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Tenure and Promotion Screen*

- Title and date for the Review – Ex. "Tenure and Promotion Review"
- Select review type
- Initial Appointment Letter
- Current CV (don't use the CV tab)
- Promotion Letter
- Narrative Summary
- Teaching Statement – per the memo, this is "A statement defining the number of courses taught or contact hours required of the candidate for each semester "
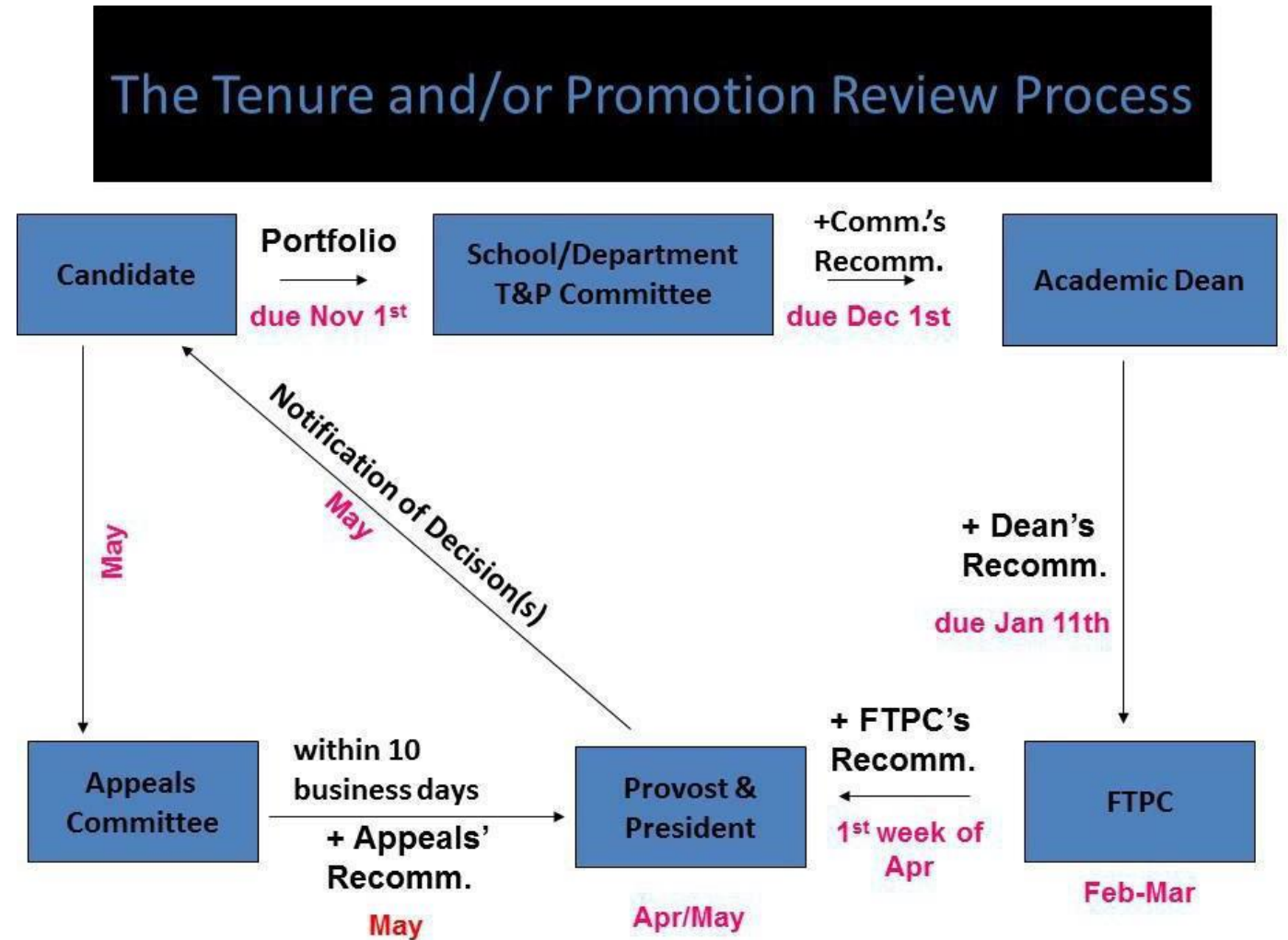
Second Review

- Requested in writing by the candidate within five business days or receipt of written recommendation
  - Indicates forthcoming written clarification or request interview with the committee
  - Held within ten business days of receipt of written request
- **Purpose:** to clarify misunderstood or overlooked material
- **Positive recommendation**: New recommendations and ballots replace original ones
- **Negative Recommendation**
  - Old recommendations and ballots forwarded
  - Written request forwarded
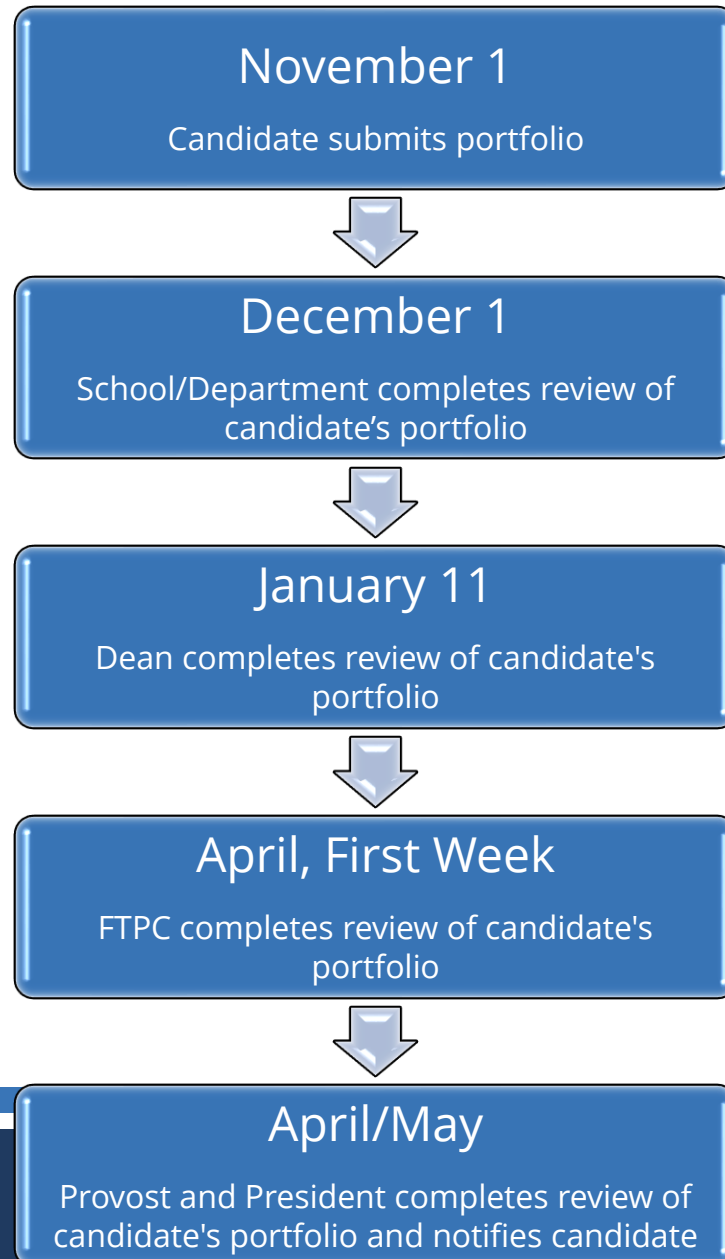 - New recommendations and ballots forwarded

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Appeals

- Requested in writing by the candidate within five business days of receipt of the written decision
- Submitted to Chair of Appeals Committee
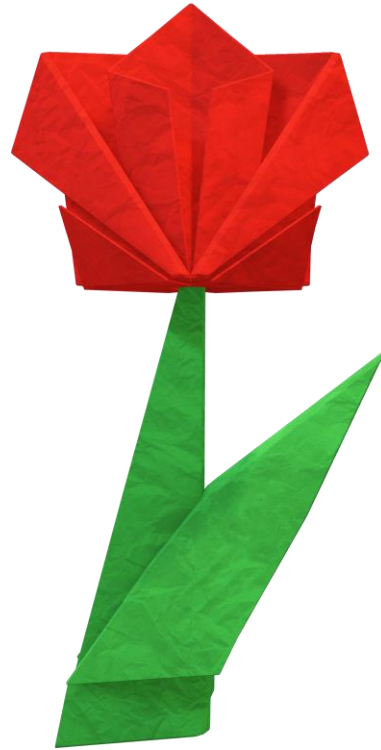- Examines the procedure by which the decision was reached

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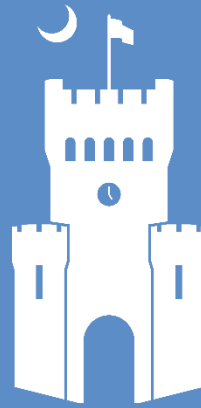# Graphic of the Process

The Tenure and/or Promotion Review Process

Questions

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