

College of Human Environmental Sciences

Schedule for Tenure Progress, Tenure and/or Promotion Reviews

March, week 1	The candidate notifies the Department chairs and the Dean of his/her intent to apply for promotion/tenure.
March, week 3	<i>Request for External Reviewers.</i> Department chairs work with candidates and faculty (tenure earning and tenured) to identify six to eight potential external reviewers for candidates' tenure and/or promotion review. (Candidates should notify chairs and dean <u>one year in advance</u> of review of intent to request letters from external reviewers).
April, week 1	<i>External Reviewers.</i> Department chairs will solicit participation of external letters. <u>External letters due to chairs one month after solicitation, and no later than end of August.</u>
August, week 1	P&T Dossier binders distributed to all tenure-track faculty by the Associate Dean.
September, week 1	Candidates submit dossiers to Department chairs and upload documents to UA Box.
September, week 2	Department chairs add any additional relevant materials to dossier. Department chair submits dossier and recommendation letter to Dean's Office to file for the HES P&T Committee.
October, week 4	HES P&T Committee reviews dossiers and materials of all tenure-track faculty and for those tenured faculty recommending promotion.
November, week 3	HES P&T Committee will submit recommendation letters to the dean with copies to candidates and their department chairs. The P&T letters will notify candidates of decision vote and recommendations. Candidates have 5 business days to schedule a presentation to the P&T Committee and/or provide any rebuttal or explanatory material. HES P&T Committee provides commentary and reconsideration of their recommendations within 5 business days of receiving any rebuttal or explanatory materials from candidates
December, week 1	When rebuttals take place, HES P&T Committee submits decision vote and recommendation to dean, department chairs, and faculty candidate.
January, week 2	First-year tenure-track faculty members submit their dossiers and upload documents to UA Box.

The process outlined below will be followed for all candidates who are to include external reviews in the dossier:

1. The Department Head will request from candidates for promotion and/or tenure a list of 6-8 potential external reviewers who are recognized as experts in professional areas of relevance to the candidate's evaluation. The Department Head will ask the candidate why the reviewer is suggested (e.g., does the reviewer have published manuscripts in similar areas as the candidate?) The potential reviewers cannot be mentors, former teachers, colleagues or collaborators. In addition, the potential reviewers must be at an academic rank above the candidate's current rank. For example, if the candidate is an Assistant Professor, then all reviewers must hold the rank of Associate or Full Professor. If a candidate is applying for promotion to full Professor, then the reviewers should all be full Professors. The candidate will specify the qualifications of the individuals recommended as well as the nature of the candidate's relationship, if any, with these individuals.
2. The Department Head will request from faculty in the Department a list of names of individuals who can provide an evaluation of the candidate's record of scholarship. The list should specify the qualifications of the individuals recommended. In addition, the Department Head will ask faculty in the department why the reviewer is suggested (e.g., does the reviewer have published manuscripts in similar areas as the candidate? Has the reviewer served on editorial boards? etc.,).
3. The Department Head will select two names submitted by the candidate and one name submitted by the faculty in the Department. The names of the individuals selected will be discussed with the candidate.
4. The Department Head will contact the potential reviewers by phone or email to determine their willingness to provide the reviews in a timely manner (see sample email). Subsequently, the Department Head will send a standardized letter prepared for use in soliciting external reviews (see sample letter).
5. Reviewers will receive the UA guidelines for Tenure and Promotion, reprints of three articles authored by the candidate, or creative activities, and the candidate's curriculum vita. The reviewers will be asked to evaluate and comment on the candidate's scholarship/research. In some cases, if opinions on professional activities are important to the candidate's case, the reviewer may also be asked to comment on those pertinent activities. In no case will the reviewer be asked to provide a recommendation regarding the personnel action per se. Reviewers will be asked to submit letters of external review to the Chair within a month of receiving the request.
6. The Department Head will include a statement of personal and/or professional relationships between the candidate and the external peer reviewers ultimately selected and the reviewer's qualifications as an addendum to his/her letter to the tenure/promotion committee. The Department Head will also insert the three letters from the external reviewers into the dossier.
7. The candidate will have one of two options for viewing external reviewers' comments. Confidential: The candidate will be able to view only those portions of reviewers' reports cited by committees, the Department Head and/or the Dean as

relevant to the candidate's consideration for Tenure and/or Promotion;
Anonymous: The candidate may view the full reports submitted by external reviewers, but reviewers' identity will be retracted/concealed. Candidates are asked to consult with their Department Head and/or Dean to determine which method is preferred. The Department Head will inform external reviewers as to whether the procedure for Tenure and/or Promotion is confidential or anonymous. Additionally, the reviewers will be informed that in the event of a grievance proceeding, the confidentiality or anonymity of the reviewer may not be possible.

Sample email

Dr. Smith,

Dr. XXXXXXXX recommended you as a reviewer for Dr. YYYYYY's dossier for tenure and promotion to Associate Professor. If you are willing to serve as a reviewer I will send either by email or postal mail, whichever you prefer, Dr. YYYYYY's curriculum vitae, copies of three of his/her publications, and the University of Alabama criteria for both tenure and promotion to Associate Professor. You will be asked to comment on Dr. YYYYYY's record of scholarship. You will not be asked for a recommendation for tenure or promotion.

If you are willing to complete this review and would be able to send your evaluation of her credentials to me by MONTH and DATE, please let me know and I will immediately send the materials to you either in hard copy or electronically. Thank you for considering this request.

Sample letter

**External Review Solicitation for
Promotion to Tenure/Associate Professor**

Dear Dr. Smith:

Thank you for agreeing to review Dr. Pat Brown's research record. Dr. Brown is being considered for (tenure and) promotion to the rank of Associate Professor. Enclosed are a current vita and copies of Dr. Brown's recent papers.

Please provide a candid appraisal of Dr. Brown's research record. Specifically, we would like you to address the following questions:

Does the research record reflected in Dr. Brown's vita represent a meaningful contribution to the literature of the field?

Is this research record indicative of a developing scholar who is likely to have a positive impact on his/her field of study?

What are the major strengths and weaknesses evident in the research papers that you have been sent?

Please note that we are not soliciting an opinion about whether Dr. Brown should be (tenured and/or) promoted. This decision necessarily involves consideration of the teaching and service performance as well as the research record. You should also know that your response will be kept confidential. However, information derived from your review that is incorporated in the written evaluation will be available to Dr. Brown after your identification has been removed OR - You should also know that your response will be anonymous; meaning that Dr. Brown may obtain a copy of the letter with the letterhead and your name removed.

Thank you for your assistance in this evaluation. It is an important element of our promotion (and tenure) review process. We will need to receive your written response no later than September 30th. It will not be necessary to return the enclosed materials.

Sincerely,

Lisa Jones
Department Head

7/28/16

**External Review Solicitation for
Promotion to Full Professor**

Dear Dr. Smith:

Thank you for agreeing to review Dr. Pat Brown's research record. Dr. Brown is being considered for promotion to the rank of Professor. Enclosed are a current vita and copies of Dr. Brown's recent papers.

Please provide a candid appraisal of Dr. Brown's research record. Specifically, we would like you to address the following questions:

Does the research record reflected in Dr. Brown's vita represent a meaningful contribution (in terms of both quality and quantity) to the literature of the field?

Is this research record (in terms of both quality and quantity) indicative of a scholar who has had and will continue to have a positive impact on his/her field of study?

What are the major strengths and weaknesses evident in the research papers that you have been sent?

Please note that we are not soliciting an opinion about whether Dr. Brown should be promoted. This decision necessarily involves consideration of the teaching and service performance as well as the research record. You should also know that your response will be kept confidential. However, information derived from your review that is incorporated in the written evaluation will be available to Dr. Brown after your identification has been removed OR - You should also know that your response will be anonymous; meaning that Dr. Brown may obtain a copy of the letter with the letterhead and your name removed.

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Lisa Jones
Department Head