

## MEMORANDUM

TO: All Faculty

FROM: Cathy L. Barlow  
Interim Provost and Vice Chancellor for Academic Affairs

DATE: August 3, 2009

SUBJECT: Calendar for Reappointment, Tenure and/or Promotion Recommendations

Typically, candidates for tenure and promotion are reviewed in the fall, and candidates for reappointment are reviewed in the spring. However, an individual hired with a start date in January must be reviewed no later than the semester mandated. All mandatory reviews are scheduled as follows:

- An assistant professor with an initial 4-year contract must be reviewed early in the 6<sup>th</sup> semester of employment.
- An assistant professor with a second 3-year contract must be reviewed early in the 3<sup>rd</sup> semester of that contract (11<sup>th</sup> semester of employment).
- An associate professor with an initial 5-year contract must be reviewed early in the 7<sup>th</sup> semester of employment.
- Discretionary reviews, whether for tenure (with or without promotion) after the required two-year probationary period but prior to the mandatory time for review or for promotion of a tenured faculty member, may be conducted either fall or spring semester.

Except in the case of an RTP application of a department chairperson or of a faculty member of the School of Nursing or Randall Library, recommendations for reappointment, tenure, or promotion are initiated by the department chairperson after consultation with the assembled senior faculty of the department involved. Procedures vary across departments and schools, but in each case, there must be some assembly of and consultation with senior faculty. The RTP process requires written notification to the candidate at each stage and the inclusion of such notification in the dossier/application as it moves through the process. Recommendations are transmitted by the chairperson to the appropriate dean and by the deans to Academic Affairs for transmission to the university-wide faculty Committee on Reappointment, Tenure, and Promotion (CRTP). The CRTP forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs.

Recommendations for reappointment, tenure, or promotion of a faculty member of the School of Nursing are initiated by a School of Nursing RTP committee. Recommendations for promotion of a faculty member in Randall Library are initiated by the Promotion Committee. These recommendations follow the same route, described in the preceding paragraph, as those forwarded by a department chairperson.

Recommendations for promotion or tenure of a department chairperson are initiated by the chairperson's dean after consultation with the assembled senior faculty of the department involved. Recommendations are transmitted by the dean to Academic Affairs for transmission to the CRTP. The CRTP forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs.

The Provost forwards recommendations to the Chancellor. Following this, recommendations for reappointment, tenure or promotion are forwarded to the Board of Trustees for final action.

Deans and department chairs establish the date materials are due for departmental review. The attached calendar provides the dates for the remainder of the process.

Candidates **must** prepare materials using the instructions and format (March 2004) as found in the online *Faculty Handbook*, ([http://www.uncw.edu/fac\\_handbook/employment/RTP/index.htm](http://www.uncw.edu/fac_handbook/employment/RTP/index.htm)).