

RTP [Pre-mandatory Decisions, Probationary Service]

Chapter IV. Faculty Employment

Article IV: Policies on Appointment, Promotion, and Tenure

4. RTP Process

c. Probationary Service

1. Definition and Length of Probationary Service *(as of 02/05/2021 page 50 of 173)*

Probationary service is that period of employment from the commencement of a faculty member's initial contract with The University of North Carolina Wilmington to the time when the decision is rendered to grant or deny tenure. Years served in a special faculty appointment (Sec. 610 of the Code) shall not be counted as years of probationary service. Moreover, leaves of absence shall not count as probationary service.

(a) The maximum number of years of probationary service shall be six (6), except in cases of individual postponement or campus-wide postponement as described in UNCW policy 03.240. This provision takes precedence over all subsequent references to the contract years in which decisions regarding tenure and promotion shall be made.

(b) Faculty hired as assistant professors on the tenure track may apply for tenure and promotion after completing a minimum of 2 years of probationary service as assistant professors at UNCW. Applications submitted prior to the fifth year must be accompanied by a record of extraordinary teaching, scholarship, and service at UNCW. Special consideration will be given for a strong record of relevant professional accomplishments at another institution. Applicants are advised to consult with their department chairs/school directors when making the decision to apply for tenure.

(c) Faculty may be hired as associate professors with tenure if they demonstrate a distinguished record of teaching, scholarship/research/artistic activities, and service at their previous institutions. Faculty hired as associate professors without tenure are required to serve two years of probationary service before applying for tenure and/or promotion.

(d) All full professors hired through an external search are granted tenure at the time of the hire.

2. Length and Number of Appointments in the Probationary Period

With respect to the various academic ranks, the tenure and promotion policy of the university is as follows:

Reappointment: An assistant professor shall be appointed to an initial term of four years. Before the end of the third year of this appointment, the department chair/school director shall, after consulting with all assembled departmental/school senior members, recommend that the assistant professor be either reappointed for a second term of three years or not reappointed. If the senior members disagree with the chair/director's recommendation, they shall provide a letter detailing their elaborated recommendation. Before the end of the second year of the second three-year appointment the department chair/school director shall, in the same manner, recommend that the assistant professor be either reappointed with tenure and/or promoted to associate professor, or not reappointed. If the majority of senior members disagree with the chair/director, they shall provide a letter to the dean detailing their elaborated recommendation. The letter is inserted into the RTP dossier.

- (b) Tenure and Promotion: An associate professor promoted to that rank from within this institution shall have tenure. One coming to that rank from outside the institution (and not granted tenure at the time of appointment) shall be appointed to an initial term of five years; and in such cases, before the end of the fourth year, the department chair/school director, after reviewing the evidence provided by the evaluation process and consulting with all assembled departmental/school senior members, shall recommend that the associate professor be either denied tenure, or granted tenure at the same or higher rank. If the majority of senior faculty members disagree with the chair/director's RTP recommendation, they shall provide a letter to the dean detailing their elaborated recommendation. The letter is inserted into the RTP dossier.
- (c) A professor shall have tenure.
- (d) Paragraphs (a), (b), and (c) shall not apply to a visiting faculty member; a faculty member, regardless of stated rank, who is employed for a limited period in the staffing of any special project, or any special faculty appointee as defined in Section 610 of the Code. The Chancellor shall call to the attention of the appointee that, because of the visiting or special status of the appointment, the provisions of paragraphs (a), (b), and (c) do not apply to the appointment.
- (e) No-teaching professional personnel who hold professional rank shall be eligible for promotion and permanent tenure and shall be subject to standards equivalent in rigor to those standards that apply to the teaching faculty.
- (f) If the department chair/school director is being considered for promotion and/or tenure, the appropriate dean shall evaluate their performance after consulting with and taking a vote of the assembled senior members of the department/school. A recommendation, with written justification, is transmitted by the dean to the office of Academic Affairs, and by Academic Affairs to the university-wide faculty Committee on Reappointment, Tenure, and Promotion (CRTP), and the department chair/school director. The CRTP forwards its recommendation directly to the Provost. The senior faculty of a department or school may submit a dissenting

opinion to the CRTP to be submitted in the dossier if disagreement exists between the advisory vote of the assembled senior members and the dean.

- (g) The terms and conditions of each faculty appointment shall be written. A copy of the terms, signed by the Chancellor or designee, shall be delivered to the faculty member, and a copy shall be retained by the Chancellor or designee. Full information on the tenure policy of the university and on a faculty member's employment status shall be readily available to the faculty member.

3. Timely Written Notice

(a) For full-time faculty at the rank of assistant professor, and associate professor without tenure, the minimum requirement for timely notice of reappointment or non-reappointment shall be as follows:

(1) During the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before his/her employment contract expires;

(2) During the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before his/her employment expires; and

(3) After two or more years of continuous service at the institution, the faculty member shall be given not less than twelve months' notice before his/her employment contract expires.

(b) Notice of non-reappointment shall be written. Failure to give timely notice of non-reappointment, whether the reappointment decision was in a timely or belated manner as required by (Art.IV.c.1) and (Art.IV,c.3), will oblige the Chancellor thereafter to offer a terminal appointment of one academic year.

END: Personnel Action Granted			
↑ yes			
Board of Trustees			
↑ yes			
Chancellor			
↑ yes			
Provost	no ⇨	Chancellor	no ⇨ END: Application Denied
↑ yes		↑ yes	
CRTP	no ⇨	Provost	no ⇨ END: Application Denied
↑ yes		↑ yes	
Dean	no ⇨	CRTP	no ⇨ END: Application Denied
↑ yes/split		↑ yes	
Senior Faculty & Chair/Director	no ⇨	Dean	no ⇨ END: Application denied
↑ BEGIN: RTP Application Submitted			

Figure 1. RTP Decision Flow Chart

N.B. The flow chart presented herein is provided for illustration purposes only and does not itself constitute policy.

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6. The Provost shall convene an organizational meeting of the CRTP in which the submitted recommendations for reappointment, promotion, and tenure shall be presented..... (p.55) and the chair of the Committee on Reappointment, Tenure, and Promotion will ensure that any such correspondence and/or other documentation is inserted into the candidate's dossier before it is moved forward to the Provost.

7. The chair of the Committee on Reappointment, Tenure, and Promotion shall submit the committee's recommendations to the Provost unless the CRTP recommendation is denial of the application and the application has already received a negative recommendation from either the Dean or Department/School.

8. If the Provost recommends reappointment, tenure, and/or promotion of a faculty member, or the Provost's recommendation is the only negative recommendation, he/she shall forward the dossier and the recommendation with elaboration to the Chancellor.

9. If an application has already received a negative recommendation from any preceding unit and the Provost decides that the faculty member's application should be denied, that decision must be reported to the Chancellor.....

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All recommendations, whether positive or negative, are forwarded to the next deliberative entity. However, if the majority vote of the senior faculty and the recommendations of both the chairperson and the dean are all negative, the process stops and the faculty member's RTP application is denied. This decision is reported to subsequent deliberative entities, but the application does not go forward. All other recommendations, whether positive or negative, are forwarded to the next deliberative entity.

The faculty member may withdraw the application at any stage of the process. The department chair/school director and dean must provide an elaborated written explanation of their recommendations; however, subsequent deliberative entities may forward their recommendations with or without elaboration, except that any negative recommendation that follows a positive recommendation or any positive recommendation that follows a negative recommendation at the previous level must be elaborated. The department chair/school director, the dean, the chair of the Faculty Committee on Reappointment, Tenure, and Promotion, and the Provost shall each transmit written notification of their recommendations to the faculty member within ten business days of the recommendation. All written notifications and recommendations become part of the candidate's RTP dossier. Authors of such communications must insert them into the candidate's dossier before forwarding to the next deliberative entity.

Faculty members who submit an RTP application prior to their mandatory date are not penalized for negative recommendations. They may withdraw the application at any step of the review process and may submit the application at the mandatory review date without further consequence. Applicants are strongly advised to consult with their department chairs/school directors, mentors, and have their support when applying prior to the mandatory review period. Faculty who submit applications prior to their mandatory review date, but are not recommended for tenure and promotion, continue under the existing contract and submit the RTP application at the mandatory review cycle without penalty.

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5. Application for RTP: Instructions (link in handbook)

[Updated 09/07/2011]

[Approved by the Faculty Senate April 1998; revised April 2004, Sept 2011]

a. Eligibility and Timing

1. A faculty member hired as an assistant or associate professor must complete at least two years of probationary service before being considered for tenure and/or promotion. No other minimum time requirement for service at any level has been established. Applications for tenure prior to a mandatory review date must demonstrate that special circumstances or exceptional productivity have provided sufficient evidence that the faculty member has met the qualifications for that action.

2. An untenured assistant or associate professor may not apply for promotion without also applying for tenure.
3. A faculty member may not be tenured at the rank of assistant professor. (This policy does not apply to faculty tenured as assistant professors prior to April 2004.)
4. Typically, candidates for tenure and promotion are reviewed in the fall, and candidates for reappointment are reviewed in the spring. However, a faculty member hired with a start date in January may be reviewed for reappointment in the fall or for tenure and promotion in the spring if that semester is the mandatory final semester for review. 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.
5. An assistant professor with an initial four-year contract must be reviewed for reappointment no later than early in the sixth semester of employment.
6. An assistant professor with a second three-year must be reviewed for tenure and promotion no later than early in the third semester of that contract (eleventh semester of employment).
7. An associate professor (not granted tenure at the time of contract) who holds an initial five-year contract must be reviewed for tenure no later than the seventh semester of employment.