

Candidates will assemble a Third Year Review ePortfolio which will contain everything required in the university's tenure ePortfolio, except letters of review. Copies of publications must be included in the supplementary portfolio, and the

- Documentation on scholarship, research and/or other creative activities
  - Documentation on assigned service and/or administrative activity
  - College criteria
  - Annual employee performance evaluations
  - Faculty member's progress toward tenure document.
- C. It is the responsibility of the employee to prepare the ePortfolio materials in the manner specified. All materials should be uploaded into the case created for them in Interfolio Review, Promotion, and Tenure (RPT). All candidates will be notified via email once a case has been initiated.

#### Levels of Review

It will be the responsibility of the Dean to initiate the Third Year Review process and set deadlines for submission of material.

#### College

- D. The ePortfolio will be reviewed by the College Promotion and Tenure Committee. This committee will hold a called meeting to discuss the candidate's progress towards tenure. The discussion shall use the relevant criteria for tenure to review the candidate's record in each of the faculty member's area of responsibility: 1) teaching effectiveness, 2) scholarship, research, and other creative activity, 3) service, and other assigned university duties and responsibilities.
- E. The Promotion and Tenure Committee Chair will write a summative narrative account of the discussion that is acceptable to all members. The account should accurately summarize the various points of view expressed during the discussion.

record, the committee evaluation, and the relevant criteria. The Dean will meet with the faculty member to discuss the committee's findings, the Dean's letter, and to advise the faculty member on a course of action. The faculty member will be given a copy of the Dean's letter. The ePortfolio (s) materials will be returned to the faculty member. A copy of the letter will be retained by the college.

Further, if materials are added or changed by anyone, the candidate must be notified and given five (5) days to respond. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5 day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter or materials being responded to.

F. No Guarantee of Tenure or Promotion

A positive or negative appraisal of progress toward tenure and/or promotion is not binding on any level of review or recommendation in the tenure and promotion process, and not binding on the President's discretion and ultimate decision, but is meant to provide guidance from the department/school/college.

This process will be evaluated by the Promotion and Tenure Committee in three years and revised as indicated by Faculty. This evaluation will consider whether the guidelines are meeting the needs of the College.

Approved by Faculty Assembly February 2003

Revisions approved by Faculty Assembly September 2007, November 2017,

Approval of the Provost Spring 2019

Revisions approved by the P & T Committee, April 11, 2019

Revisions approved by the Provost April 26, 2019