

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

PROMOTION AND TENURE CRITERIA AND PROCEDURES

(Approved by School of Nursing Faculty, April 1998;
Revised and approved by School of Nursing Faculty, April 2002;
Revised and approved by School of Nursing Faculty, October 2004)

The School of Nursing tenure criteria and procedures are in accordance with and subordinate to *The Code of the University of North Carolina* and to the following documents in the *Handbook for Faculty*: the “University-Wide Evaluation Guidelines for Promotions and Tenure” and the “Regulations on Academic Freedom, Tenure, and Due Process” of The University of North Carolina at Greensboro. In accordance with these University policies, candidates for tenure and promotion in the School of Nursing must exhibit achievement in three areas: teaching, research and creative activity, and service. The fourth category, directed professional activity, is incorporated into the criteria. This document describes the areas of achievement at each rank in the categories of teaching, research and creative activity, service, and directed professional activity as they apply to the discipline of nursing, with expectations of continuous growth and productivity.

TEACHING

The primary function of the School of Nursing faculty is the education of nurses. The teaching role is fundamental to fulfillment of the University mission of providing excellence in undergraduate and graduate education; therefore, it is essential that teaching be given significant consideration in decisions of promotion and tenure. Research and creative activity, while important to the life of the University, do not have the central importance of teaching. Nursing faculty eligible for promotion and tenure should demonstrate their accomplishments as teachers in the classroom and clinical settings and their efforts to continually improve their teaching.

RESEARCH AND CREATIVE ACTIVITY

The School of Nursing fosters the development of knowledge and inquiry among its students and faculty through research and creative scholarly activities. Research and creative scholarly activities contribute to knowledge development and utilization within the discipline of nursing. Traditional scholarship (e.g., research and publication, presentations), as well as other scholarly activities such as clinical scholarship (research utilization), and increasing levels of expertise in clinical practice are endeavors that constitute research and creative activities. All faculty members are expected to engage in significant research or creative scholarly activities.

SERVICE

Academic and professional service is essential to creating an environment that supports scholarly excellence, meets the internal operational needs of the School of Nursing, and promotes nursing practice throughout the University, the region, state, nation, and world. Therefore, service activities are an important part of the faculty role, and are integral to promotion and tenure. High levels of faculty service on University and School committees maintain the integrity and

coordination of the nursing curriculum. Faculty involvement in community, professional, and discipline-specific organizations is also imperative to advance the practice of nursing and influence health care delivery.

DIRECTED PROFESSIONAL ACTIVITY

This optional category could apply to individual faculty members and must be based on mutual agreement and understanding of the expectations and responsibilities among the individual faculty member, the Department Chair, and Dean. Directed Professional Activity is defined as a University activity whose contribution is sufficiently distinctive that its significance is diminished if embedded in any of the traditional three categories of teaching, research and creative activity, and service. The principal objective in the evaluation of Directed Professional Activity is to assess the nature and quality of the contribution and its significance to, or impact on, the University. Faculty members being evaluated in the Directed Professional Activity category are expected to meet appropriate levels of performance in teaching, research and creative activity, and service for consideration for promotions and tenure. In no case would individual faculty members be considered for promotion and tenure solely on the basis of performance in Directed Professional Activity.

4/98;4/02;10/04

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

EVALUATION GUIDELINES FOR PROMOTION AND TENURE

Assistant Professor

Earned doctorate required. Minimum of three years experience in nursing or health care appropriate to the position for which being considered – must be within the last five years. Experience in teaching preferred. Must meet the qualifications for faculty required by N.C. Board of Nursing. References reflect ability to work effectively with students, peers, faculty, administration, community partners and interdisciplinary teams.

Teaching

1) Scope of Teaching:

- Documents the scope of teaching abilities
- Documents of involvement in curriculum development and evaluation
- Demonstrates mastery in clinical practice

2) Examples of Documentation of Teaching Effectiveness (may include, but are not limited to the following:

- Possesses a comprehensive grasp of nursing and area of specialization
- Gives assistance to less experienced faculty members
- Submits proposals for intramural funding for curriculum/faculty development
- Develops, reviews, redesigns and evaluates courses and teaching materials
- Serves as an academic advisor for students
- Supervises students in practicums and internships
- Develops instructional materials for academic courses
- Serves on thesis committees; serves as project advisor
- Certified by an appropriate professional association as a specialty expert
- Provides and directs patient care

Research & Creative Activities

1) Scope of Research & Creative Activities:

- Documents participation in investigation of problems relevant to specialty area
- Disseminates research and other data based findings
- Participates in clinical activities adding to the body of nursing knowledge

- 2) Examples of Documentation of Effectiveness of Research & Creative Activities (may include, but are not limited to the following:
- Participates in research seminars
 - Establishes contacts with funding sources
 - Presents scholarly papers based on refereed abstracts to local or state professional organizations
 - Submits and publishes papers in refereed professional journals
 - Submits and publishes refereed chapters in scholarly texts
 - Creates scholarly work in non-print medial (CAI, video, etc.)
 - Engages in collaborative research
 - Submits research proposals for funding
 - Uses research findings for improving quality of client care and/or client education
 - Critiques research abstracts for local and regional professional/scholarly organizations
 - Participates in the development of presentations for professional continuing evidence-based practice materials

Service

- 1) Scope of Service:
- Demonstrates commitment to service to professional and public organizations
 - Participates in school committees and/or task forces
- 2) Examples of Documentation of Service Activity Effectiveness (may include, but are not limited to the following:
- Participates at the local/regional level of a professional, clinical or health-related organization
 - Consults with community groups and clinical agencies related to health and education
 - Participates in student recruitment activities
 - Recognition as a leader by professional and public organizations

EVALUATION GUIDELINES FOR PROMOTION AND TENURE

Associate Professor

Earned doctorate required. Minimum of five years experience in nursing or health care. Teaching experience at the baccalaureate level or above. Recent record of research and creative activities and service. Must meet the qualifications for faculty required by N.C. Board of Nursing. Practice expertise expected of a senior faculty member. References reflect ability to work effectively with students, peers, faculty, administration, community partners and interdisciplinary teams.

Teaching

1) Scope of Teaching:

- Documents mastery in teaching
- Integrates the research process in teaching activities

2) Examples of Documentation of Teaching Effectiveness (may include, but are not limited to the following:

- Assumes leadership role in curriculum development, implementation and evaluation of classroom and clinical courses
- Generates ideas and/or initiates experiences for the development of faculty as teachers. Presents honorary lectures
- Directs student independent studies
- Seeks external funding for student academic and financial aid
- Authors papers, book chapters, textbooks, manuals, CAI, workbooks, etc. for use as a teaching/learning tools
- Seeks external funding for curriculum/program development
- Evaluates the teaching of colleagues
- Directs collaborative research with students
- Chairs thesis committees; serve on dissertation committees

Research & Creative Activities

1) Scope of Research & Creative Activities:

- Disseminates research and other data based findings
- Recognition of participation in scholarly activities
- Evidence of clearly defined program of research
- Recognition as an expert in a specific specialty(ies)

- 2) Examples of Documentation of Effectiveness of Research & Creative Activities (may include, but are not limited to the following:
- Assumes a leadership role in the investigation of problems relevant to specialty area
 - Acts as a mentor to other faculty and student in research
 - Engages in collaborative research
 - Presents scholarly papers at regional and national professional meetings
 - Authors scholarly works such as: articles in refereed journals; refereed book chapters and monographs; papers in refereed conference proceedings; abstracts in refereed conference proceedings
 - Submits grant proposals to external funding sources
 - Serves as consultant to nursing and health-care organizations and governmental bodies, etc.
 - Serves as a reviewer for refereed journals and texts

Service

- 1) Scope of Service:
- Recognition as a leader by professional and public organizations
 - Recognition as a leader in University and School activities
- 2) Examples of Documentation of Service Activity Effectiveness (may include, but are not limited to the following:
- Assumes leadership in local, state or national nursing or related organizations
 - Serves as a reviewer for regional and national accrediting bodies
 - Organizes and manages conferences
 - Develops clinical procedures and practices
 - Edits newsletters in nursing or related organizations
 - Serves on University committees and task forces
 - Serves on UNC or statewide nursing education committees or task forces
 - Mentors faculty
 - Chairs major School of Nursing committee(s)
 - Recruits graduate and undergraduate students
 - Serves on interdisciplinary local, state or national task forces, commissions and committees that relate to nursing and health research
 - Presents expert testimony to local, state and regional governing bodies
 - Presents at clinical conferences or leads clinical nursing rounds

EVALUATION GUIDELINES FOR PROMOTION AND TENURE

Professor

Earned doctorate required. Minimum of seven years experience in nursing with a minimum of five years teaching experience at the baccalaureate level or above. Recent record of research and creative activities and service expected of a tenured senior faculty member. Must meet the qualifications for faculty required by N.C. Board of Nursing. Practice expertise expected of a senior faculty member. References reflect ability to work effectively with students, peers, faculty, administration, community partners and interdisciplinary teams.

Teaching

- 1) Scope of Teaching:
 - Documents excellence in teaching
 - Documents leadership role in conducting instructional and classroom research
 - Documents leadership role in curriculum/program development

- 2) Examples of Documentation of Teaching Effectiveness (may include, but are not limited to the following):
 - Serves as a resource in teaching in area of specialty in the School and/or other academic units
 - Provides curriculum consultation to other academic units
 - Serves as distinguished visiting professor at other institutions of higher learning
 - Receives awards for excellence in teaching
 - Obtains extramural funding for curriculum/program development
 - Chairs theses and dissertation committees

Research & Creative Activities

- 1) Scope of Research & Creative Activities:
 - Recognized as a distinguished scholar
 - Recognized as a distinguished leader in clinical specialty

- 2) Examples of Documentation of Effectiveness of Research & Creative Activities (may include, but are not limited to the following):
 - Provides leadership in the School for promotion of scholarly activities
 - Receives national recognition from professional peers and colleagues
 - Receives external funding
 - Directs interdisciplinary research teams
 - Serves as grant reviewer for national or international funding sources

- Serves as editor or editorial board members of refereed journals
- Edits or co-edits books, journals or other scholarly publications
- Authors scholarly publications, monograph, or book based on the results of own research
- Presents scholarly papers or chairs symposia in international professional meetings
- Achieves signal honors, such as fellow status in the American Academy of Nursing, Gerontological Society of America, and the like; awards from national professional organizations (American Nurses Association, Sigma Theta Tau International, etc.) Fulbright scholarships

Service

1) Scope of Teaching:

- Recognized as an expert leader by professional and public organizations
- Recognized as a leader in University and School activities

2) Examples of Documentation of Service Activity Effectiveness (may include, but are not limited to the following:

- Holds elected office in a state, regional, national or international professional nursing or health-related organization
- Serves as an appointed member of regional or national boards, committees or task forces
- Collaborates and consults with schools, industry and civic agencies
- Testifies before the legislature and congressional committees
- Write external reviews of the work of colleagues for promotion and tenure or other professional awards or acknowledgements
- Initiates collaborative endeavors between two or more departments, schools, universities or agencies
- Chairs University committees
- Serves as a consultant at national and international levels

EVALUATION GUIDELINES FOR PROMOTION AND TENURE

Directed Professional Activity

Scope of Directed Professional Activity

Listed below are specific examples that can be used to document that the candidate has met the criteria. These are examples: They are not to be construed as a check list nor are they all-inclusive - - other achievements of comparable value may be cited.

1) *Preparation of Significant University Documents/Resources*

- Develops grant proposals and obtains extramural funding
- Writes technical manuals or training manuals
- Develops library and other learning resources

2) *Development and/or Direction of Special Programs*

- Develops international affiliations
- Develops special programs for students such as honors and other interdisciplinary programs
- Develops and/or directs formal community outreach or extension
- Directs or provides other significant leadership in research centers or institutes on campus
- Directs clinics affiliated with academic programs
- Administers activities or assignments that enhance the visibility or the University
- Plans and administers specialized summer programs, including youth programs and programs for faculty

3) *Direction or Conduction of Activities that Enhance The University's Effectiveness*

- Designs and directs faculty development activities
- Provides statistical or methodological assistance to colleagues conducting research
- Participates in recruitment and retention activities

4) *Academic Administrative Leadership*

- Directs clinics affiliated with academic programs
- Directs special programs
- Heads or participates in special task forces, commissions and self-studies

Documentation for Directed Professional Activity

Documentation for directed professional activity effectiveness may include, but is not limited to the following:

1) *Descriptions of Directed Professional Activity*

- Written description of the scope of the project and participation
- Analyses of the work accomplished

2) *Documented Outcomes*

- Number of people served and/or number who benefited
- Official documents and reports resulting from the activity
- Illustrations of ways in which the activity enhanced the University
- Published articles, technical reports or monographs
- Grants applied for and/or obtained
- Log of activities (recruiting, programs presented, etc.
- Visibility of the activity

3) *Judgments of Direct Professional Activity*

- Evaluations by peers, participants, administrators and other constituents
- New programs and initiatives resulting from the activity

4) *Eminence Measures*

- Honors and awards
- Accreditation
- Grants received and contracts negotiated
- Degree to which the activity brings positive visibility to The University

5) *Self-Reflection and Appraisal*

- Journals and logs
- Self-appraisal of one's career goals, development and achievements in directed professional activity

III

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

(Approved by School of Nursing Faculty, April 1999;
Revised and approved by School of Nursing Faculty, April 2002;
Edited and approved by School of Nursing PTR Committee (without changes or amendments), April 2004
Revised and approved by School of Nursing Faculty, March 2005)

Guidelines for Promotion, Tenure, Reappointment, and Post-Tenure Review Procedures

The review procedures followed by The School of Nursing conform to *The Code of The University of North Carolina* and to the following UNCG documents: "University Promotions and Tenure Guidelines" and the "Regulations on Academic Freedom, Tenure and Due Process."

I. **Promotion and Tenure**

Persons holding the following faculty ranks are eligible for probationary term appointments or permanent tenure: assistant professor, associate professor, and professor. The School of Nursing promotion, tenure, reappointment and post-tenure review policy is as follows:

Assistant Professor

- A. In all cases an assistant professor shall be appointed to an initial term of four years.
- B. At least twelve months before the initial term of appointment as assistant professor expires, the department chair, after assembling and consulting with the tenured members of the department faculty senior to the assistant professor in rank, shall notify the candidate of the department's decision:
 - (a) not to reappoint the candidate at the expiration of his current term; or,
 - (b) to recommend to the Chancellor that the candidate be reappointed to a further term of three years (if not prohibited by paragraph C below); or
 - (c) to recommend to the Chancellor that the candidate be reappointed with permanent tenure at the same or higher rank.
- C. At least twelve months before an assistant professor has completed seven continuous years of full-time service at that rank in this institution, the department chair, after consultation as provided above, shall notify the candidate of the department's decision:
 - (a) not to reappoint the candidate at the expiration of the current term; or,
 - (b) to recommend to the Chancellor that the candidate be reappointed with permanent tenure at the rank of associate professor upon the expiration of the aforementioned seven years' service.

- D. Notice of appointment or reappointment shall be in writing from the Chancellor. Notice of non-reappointment shall be in writing from the department chair or the Chancellor, depending upon where the decision is made not to reappoint. A notice of non-reappointment shall be limited to the statement of the fact of non-reappointment. Failure to give timely notice of non-reappointment shall oblige the University to offer a terminal appointment of one academic year.
- E. If an untenured Assistant Professor declines the review for promotion and tenure, as required in sections (B) and (C) above, the candidate should write to the department chair in advance of the review period indicating that the candidate will not prepare any materials for review and that the candidate understands that employment will end at the conclusion of the current term appointment. Failure to participate in the review as specified above will be deemed to constitute resignation and withdrawal of any request for reappointment at the end of the current probationary contract. The department chair shall acknowledge this in writing, with a copy to the Provost.

Associate Professor

- A. An associate professor promoted to that rank within this institution shall have permanent tenure. An associate professor appointed to that rank from outside the institution normally shall be appointed to a term of five years. Before the end of the fourth year of that term, the candidate's department chair, after assembling and consulting with the tenured associate and full professors of the department faculty, shall notify the candidate of the department's decision:
 - (a) not to reappoint at the expiration of the candidate's current term; or
 - (b) to recommend to the Chancellor that the candidate be reappointed with permanent tenure at the same or higher rank. With justification, initial appointment at the rank of Associate Professor may be with permanent tenure.
- B. In cases where the dean believes there are so few tenured faculty in the candidate's department that an adequate department review cannot be conducted and/or where the department head is undergoing review for promotion to Professor, the dean and the Provost shall confer with the department head and tenured faculty in the department and determine the composition of the review committee. In such cases, the review committee must be composed of at least three (3) tenured faculty members at the same or higher rank. A memorandum of agreement between the candidate, the department head, the dean, and the Provost will specify the composition of the review committee.
- C. Notice of appointment or reappointment shall be in writing from the Chancellor. Notice of non-reappointment shall be in writing from the department chair or the Chancellor, depending upon where the decision is made not to reappoint. A notice of non-reappointment shall be limited to the statement of the fact of non-reappointment. Failure to give timely notice of non-reappointment shall oblige the University to offer a terminal appointment of one academic year.

Professor

A professor shall have permanent tenure.

II. Procedures in Regard to Appointment, Reappointment, Promotion, and Tenure

- A. Decisions with regard to appointment, reappointment, promotion and tenure shall be made in accordance with the University's established procedures and criteria for service in the respective ranks.
1. The department chair shall consult annually with the appropriate members of the faculty as indicated to consider all full-time faculty below the rank of professor for promotion and/or permanent tenure.
 2. The decision of the department chair not to reappoint a faculty member, if concurred in by a majority of the voting department faculty as specified shall be final, except as the decision may be reviewed in Section 4 of the document on Regulation on Academic Freedom, Tenure and Due Process.
 3. In all instances where the department chair decides to recommend promotion and/or permanent tenure, the department chair shall consult with the dean of the school and submit the recommendations. The dean shall consult with the school committee on promotion and tenure as provided for in the Constitution of the Faculty, which will review these recommendations. The dean shall make available for the members of the school or College committee on promotions and tenure the formal, written bases upon which the recommendations on the candidates for promotions and tenure were made.
 4. All deans shall forward their recommendations to the Provost, including a summary report of the results of their reviews.
 5. The Provost shall organize this material for review by the Committee on Promotions and Tenure of the Faculty Senate and attend its initial meeting to review procedures and criteria. The Provost shall submit his recommendations to the Chancellor.
 6. All positive recommendations initiated by the department chair will move through all stages of consideration to the Chancellor, regardless of recommendations against approval, which may be made at various stages in the process. All cases which receive a majority vote in favor of promotion and/or tenure or a tied vote by department faculty will move through all stages of consideration to the Chancellor, regardless of recommendations against approval which may be made at various stages in the process.
 7. The Committee on Promotions and Tenure shall forward its recommendations directly to the Chancellor. If the Chancellor decides not to recommend promotion or permanent tenure, it is a final decision. The Chancellor shall notify the faculty member of that decision by a simple, unelaborated written statement. The faculty

member may then seek review of that decision by the Board of Governors' Committee on Promotion and Tenure in accordance with Section 301D of *The Code of The Board of Governors of The University of North Carolina* and with the procedure set out in Section 609 D of *The Code of The Board of Governors of The University of North Carolina*. If the Chancellor decides to recommend that permanent tenure be conferred, the Chancellor shall then forward the recommendation to the Board of Trustees for final approval. The Board of Trustees shall then decide whether to confer tenure.

III. School of Nursing Procedures for Promotion, Tenure, and Reappointment

A. Promotion and/or Tenure Process

1. **Department Review.** The department review committee for a candidate for promotion from Associate Professor to Professor must be composed of at least three (3) tenured faculty members at the same or of higher rank. In the case of a faculty candidate review for promotion from Assistant to Associate Professor, the department review committee must be comprised of three faculty tenured and senior in rank to the candidate. In cases where there are fewer than three tenured faculty (in addition to the department chair) in the candidate's department and/or where the department chair is undergoing review for promotion to Professor, the dean and the Provost shall confer with the department chair and tenured faculty in the department and determine the composition of the review committee. A memorandum of agreement between the candidate, the department chair, the dean, and the Provost will specify the composition of the review committee.
 - a. The department faculty will review the candidate's materials independently. Department faculty may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
 - b. The department faculty will assemble to deliberate and vote on their recommendation. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by an Assembled Faculty Chair elected by the assembled members of the department eligible to vote at the meeting. When the first phase of the meeting is determined to be over by a majority vote of the assembled faculty, the department chair will leave the meeting and final deliberations will proceed. No department chair will be present during the final deliberations or vote on a faculty member's promotion and/or tenure by the department review committee.
 - c. A written ballot will be taken with the Assembled Faculty Chair counting the ballots and reporting the vote tally to the assembled faculty and to the department chair. The Assembled Faculty Chair's responsibilities further include ensuring that all present sign on the appropriate page of the Promotion and Tenure Form, and that the department chair receives a summary of the views of the assembled faculty, including any dissenting opinions.
 - d. The nomination of a candidate receiving a majority of negative votes of the department faculty and a negative recommendation from the department chair will

not be reviewed further, except as the decision may be reviewed in accordance with Section 4 of the Regulations on Academic Freedom, Tenure, and Due Process of UNCG.

- e. A nomination of a candidate receiving positive recommendation (a majority of positive votes or a tied vote) by the department faculty and positive recommendation from the department chair will be reviewed by the School PTR Committee. The department chair will be responsible to forward the candidate's materials and the Promotion and Tenure Form to the School PTR Committee.
2. **School of Nursing PTR Committee Review.** A faculty member eligible to vote for promotion and/or tenure will vote only once on a candidate's promotion and/or tenure. Therefore, if a faculty member voted at the department review of a candidate, that faculty member will participate only in the evidence-gathering phase of the School PTR Committee Review, if invited to do so. The candidate's department chair will not vote at the School PTR Committee.
- a. The School PTR Committee members will review the candidate's materials independently. Committee members may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
 - b. The School PTR Committee will assemble to deliberate and vote on their recommendation. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by an Assembled Faculty Chair elected by the assembled members of the committee eligible to vote at the meeting. When the first phase of the meeting is determined to be over by a majority vote of the assembled faculty, any faculty members not eligible to vote will leave the meeting and final deliberations will proceed. No dean or candidate department chair will be present during the final deliberations or vote on a faculty member's promotion and/or tenure by the School PTR Committee.
 - c. A written ballot will be taken with the Assembled Faculty Chair counting the ballots and reporting the vote tally to the assembled members of the PTR Committee and to the Dean. The Assembled Faculty Chair's responsibilities further include ensuring that all present sign on the appropriate page of the Promotion and Tenure Form, and that the Dean receives a written evaluation of the materials submitted by the candidate in regard to the areas of research and creative activity, teaching and service, including any dissenting opinions.
 - d. The Dean will make available for the members of the School PTR Committee the formal, written bases upon which her recommendations on the candidates for promotion and tenure were made.
 - e. The Dean will forward her recommendations to the Office of the Provost, along with the Promotion and Tenure Form that summarizes the results of the School reviews.
3. All components of the promotion and/or tenure process are considered confidential.

4. A nomination receiving positive recommendations for promotion and/or tenure at each level (e.g., a majority of positive votes or a tied vote) by the department review and the School PTR Committee and positive recommendations from the department chair and dean will not normally be reviewed by the University Committee on Promotions and Tenure. However, the Chancellor may request a formal review by the University Committee on Promotions and Tenure of any particular case.

B. Reappointment at Current Rank Process

1. **Department Review.** The department review committee for a candidate for reappointment to current rank must be composed of at least three (3) tenured faculty members senior to the Assistant Professor in rank. In cases where there are fewer than three tenured faculty (in addition to the department chair) in the candidate's department, the dean shall confer with the department chair and tenured faculty in the department and determine the composition of the review committee. A memorandum of agreement between the candidate, the department chair, and the dean will specify the composition of the review committee.
 - a. The department faculty will review the candidate's materials independently. Department faculty may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
 - b. The department faculty will assemble to deliberate and vote on their recommendation. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by an Assembled Faculty Chair elected by the assembled members of the department eligible to vote at the meeting. When the first phase of the meeting is determined to be over by a majority vote of the assembled faculty, the department chair will leave the meeting and final deliberations will proceed. No department chair will be present during the final deliberations or vote on a faculty member's reappointment to current rank by the department review committee.
 - c. A written ballot will be taken with the Assembled Faculty Chair counting the ballots and reporting the vote tally to the assembled faculty. The Assembled Faculty Chair's responsibilities further include recording the recommendation of the assembled faculty on the School of Nursing Reappointment Form, ensuring that all present sign the School of Nursing Reappointment Form, and delivering the form to the department chair.
 - d. The nomination of a candidate receiving a majority of negative votes of the department faculty and a negative recommendation from the department chair will not be reviewed further, except as the decision may be reviewed in accordance with Section 4 of the Regulations on Academic Freedom, Tenure, and Due Process of UNCG. Decisions of nonreappointment made at the department level are forwarded directly to the Dean.
 - e. A nomination of a candidate receiving positive recommendation (a majority of positive votes or a tied vote) by the department faculty and positive recommendation from the department chair will be reviewed by the School PTR Committee. The department chair will be responsible to forward the candidate's

materials and the School of Nursing Reappointment Form to the School PTR Committee.

2. **School of Nursing PTR Committee Review.** A faculty member eligible to vote for reappointment will vote only once on a candidate's reappointment. Therefore, if a faculty member voted at the department review of a candidate, that faculty member will participate only in the evidence-gathering phase of the School PTR Committee Review, if invited to do so. The candidate's department chair will not vote at the School PTR Committee.

- a. The School PTR Committee members will review the candidate's materials independently. Committee members may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
- b. The School PTR Committee will assemble to deliberate and vote on their recommendation. The meeting will be divided into an evidence-gathering phase and a final deliberative phase. These phases will be presided over by an Assembled Faculty Chair elected by the assembled members of the committee eligible to vote at the meeting. When the first phase of the meeting is determined to be over by a majority vote of the assembled faculty, any faculty members not eligible to vote will leave the meeting and final deliberations will proceed. No dean or candidate department chair will be present during the final deliberations or vote on a faculty member's reappointment by the School PTR Committee.
- c. A written ballot will be taken with the Assembled Faculty Chair counting the ballots and reporting the vote tally to the assembled members of the PTR Committee. The Assembled Faculty Chair's responsibilities further include recording the recommendation of the assembled PTR Committee members on the School of Nursing Reappointment Form, ensuring that all present sign the School of Nursing Reappointment Form, and delivering the form to the Dean.
- d. The Dean will make available for the members of the School PTR Committee the formal, written bases upon which her recommendations on the candidates for reappointment were made.
- e. The Dean will forward her recommendations to the Office of the Provost, along with the School of Nursing Reappointment Form that summarizes the results of the School reviews.

3. All components of the reappointment process are considered confidential.

C. Guidelines for Candidates

1. In addition to annual consultation with the department chair, the candidate is encouraged to seek consultation from senior faculty at least six months prior to the submission of the candidate's reappointment or promotion and tenure documents.
2. The Office of the Provost determines the time line for submission of the reappointment document. However, candidates should be aware that reappointment

materials generally need to be submitted to the candidate's department chair by mid-October of the academic year in which the candidate seeks reappointment.

3. The Office of the Provost determines the time line for submission of the promotion and tenure document. However, candidates should be aware that the promotion and tenure document generally needs to be submitted to the Dean by the beginning of August of the academic year in which the candidate seeks promotion and tenure.
4. A candidate for promotion and tenure submits to the Dean (at the time the promotion and tenure document is submitted) up to 3 names of potential external reviewers, and at that time the candidate chooses samples of scholarship (e.g., 3 refereed publications) to be sent to external reviewers.
 - a. The candidate may offer suggestions of individuals who may serve as external reviewers for the promotion materials. Reviewers must be selected on the basis of their expertise to review an applicant's scholarly endeavors. In order to optimize objectivity, external reviews may not have had a close personal and/or professional relationship with the candidate (e.g., external reviewer may not have been member of candidate's doctoral dissertation committee; external reviewer not co-investigator, principal investigator or consultant on applicant's grant). Reviewers are chosen by mutual agreement of the candidate and the Dean.
 - b. External reviews are included in the candidate's promotion document and are available for review by department and School PTR Committee.

4/7/99;4/02;5/04;5/05

III

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

Guidelines for Post-Tenure Review Procedures

Definition and Purpose:

The definition of Post-Tenure Review (PTR) is "a comprehensive formal periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to promote faculty vitality." (UNCG Policy on Post-Tenure Review, 1998)

The purpose of PTR is to promote excellence among tenured faculty by (1) recognizing and rewarding exemplary faculty performance; (2) providing for a clear plan and timetable for improvement of performance of faculty found deficient; and (3) for those whose performance remains deficient, providing for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge (UNCG Policy on Post Tenure Review, 2001).

Post-Tenure Review is required of all tenured School of Nursing faculty. The PTR builds on annual reviews, and should take place no less frequently than every five years. The School of Nursing policies and procedures for PTR comply with those PTR policies and procedures approved by the UNCG Faculty Senate (see UNCG Faculty Handbook for further explanation of PTR).

The Post-Tenure Review Process:

- I. Responsibilities of Promotion, Tenure, Reappointment and Post-Tenure Review Committee
 - A. Review of candidate materials will take place during the Spring Semester according to the PTR schedule published by the Provost's office
 - B. Review the materials submitted by the candidate
 - C. Request information or clarification from a candidate, in writing, if the material submitted is incomplete or nonspecific
 - D. Evaluate the candidate in the areas of teaching, research, and service.
 1. Evaluation of the applicant is indicated by the use of the categories "Exemplary, Satisfactory, or Unsatisfactory", as indicated on the UNCG Report Form.
 2. The Committee must vote on the decision of PTR for each candidate.
 3. Copies of letter expressing dissenting views of the committee must be attached to the UNCG Report Form if the decision was not unanimous.
 4. The statement of evaluation and copies of letters expressing dissenting views are submitted to the Dean by the chairperson of the committee, to be forwarded to the Office of the Provost.
 5. The Dean will communicate the results of the PTR to the candidate.
 - E. All components of the PTR process are considered confidential.

- F. Unsatisfactory review
 - 1. The Committee will adhere to the procedures for Unsatisfactory Cumulative Review as outlined in the UNCG Policy for Post-Tenure Review

II. Responsibilities of the PTR Applicant

- A. Candidates must adhere to the schedule for PTR published by the Provost's office
- B. Documentation to submit to the committee by the candidate:
 - 1. UNCG Report Form
 - 2. Administrative Reports (Personnel Reports) from last 5 years
 - 3. Current Curriculum Vitae
 - 4. Any other supporting materials (this item is optional)

4/1/99; 4/04;3/05

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

Reappointment Form

Name of Person Being Reviewed: _____

Present Rank: _____

Requested Action: Reappointment at Current Rank

TO BE COMPLETED BY DEPARTMENT REVIEW COMMITTEE	TO BE COMPLETED BY SCHOOL OF NURSING REVIEW COMMITTEE
<p>Date: _____</p> <p>The faculty of the Department Review Committee, assembled as required in the School of Nursing Guidelines for Promotion, Tenure, and Reappointment Procedures, voted as follows with respect to the Requested Action listed above:</p> <p>We have reviewed the material for this candidate for reappointment review.</p> <p>Assembled Faculty Chair, _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Department Recommendation: ____ For Reappointment ____ Against Reappointment</p>	<p>Date: _____</p> <p>The faculty of the School of Nursing Review Committee, assembled as required in the School of Nursing Guidelines for Promotion, Tenure, and Reappointment Procedures, voted as follows with respect to the Requested Action listed above:</p> <p>We have reviewed the material for this candidate for reappointment review.</p> <p>Assembled Faculty Chair, _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>School Recommendation: ____ For Reappointment ____ Against Reappointment</p>