

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)
April, 2007

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*: “*Regulations on Academic Freedom, Tenure, and Due Process*,” “*University-Wide Evaluation Guidelines for Promotion and Tenure*,” and “*Policy on Post-Tenure Review*” 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. This document describes the areas of achievement at each rank in the categories of teaching, research and creative activity, and service 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, including interdisciplinary, multidisciplinary and collaborative work. 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

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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.

4/98;4/02;10/04; 8/06; 4/07

**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)
Revised and approved by the School of Nursing Faculty, April 2007

Guidelines for Appointment, Promotion, Tenure, Reappointment, and Post-Tenure Review ¹

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*," "*Regulations on Academic Freedom, Tenure and Due Process*," "*University-Wide Evaluation Guidelines for Promotion and Tenure*," and "*Policy on Post-Tenure Review*."

I. Regulations for Appointment, Reappointment, Promotion, and Tenure

- A. Persons holding the following faculty ranks are eligible for probationary term appointments or permanent tenure: Assistant Professor, Associate Professor, and Professor.
- B. Appointment, reappointment, promotion, and permanent tenure shall be awarded on the basis of demonstrated professional competence, potential for future contribution, public service that is professionally related, and the needs and resources of the School of Nursing and the University.
- C. Faculty members shall be evaluated annually in the areas of teaching, research and creative activity, and service, at least at the department level. In the evaluation of faculty, explicit recognition must be given to the primary importance of teaching, as required in Administrative Memorandum 338.
- D. All components of the review process are considered to be confidential.

II. Policies for Appointment, Reappointment, Promotion and Tenure.

- A. The department chair shall consult annually with faculty as indicated to consider all full-time faculty below the rank of Professor for promotion and/or permanent tenure.
- B. The decision of the department chair not to reappoint a faculty member, if concurred in by a majority of the voting department faculty shall be final, except as the decision may be reviewed in Section 4 of the document on Regulations on Academic Freedom, Tenure and Due Process, The University of North Carolina at Greensboro.

¹ The School of Nursing Promotion, Tenure, Reappointment, and Post-Tenure Review Committee shall be referred to as School of Nursing P&T Committee.

- C. In all instances where the department chair or department faculty decides to recommend reappointment, promotion and/or permanent tenure, the department chair shall consult with the Dean and submit the recommendations. The Dean shall consult with the School of Nursing Review Committee, which will review these recommendations. The Dean shall make the text of the recommendations to the Provost, including the supporting reasons, available in a secure location for the perusal of the members of the School of Nursing P&T Committee.
- D. The Dean shall forward the candidate's materials to the Provost, including the Dean's recommendations and reports that summarize the results of the School of Nursing reviews.
- E. The Chancellor may recommend that a faculty member be promoted or granted permanent tenure at any time. If the Chancellor recommends that a faculty member be hired with permanent tenure, then the tenured associate and full professors of the hiring department will deliberate and vote on whether to grant tenure to the candidate for the position in question. The recommendation of the tenured faculty will then be forwarded to the Dean, the Provost, and the Chancellor for consideration.
- F. With respect to the academic ranks and positions, the School of Nursing promotion and tenure policies are as follows:

1. 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 assembling² and consulting with the tenured associate and full professors of the department faculty and receiving the result of their independent deliberation and vote, shall notify the candidate of the department's decision: (1) not to reappoint the candidate at the expiration of his current term; or (2) to recommend to the Chancellor that the candidate be reappointed to a further term of three years; or (3) to recommend to the Chancellor that the candidate be reappointed with permanent tenure at the same or higher rank. The Dean, after consultation as above with the tenured associate and full professors of the School of Nursing faculty and receiving the result of their independent deliberation and vote, shall notify the candidate of the School's decision as above.

² "Assembling" refers to the actual physical presence of the tenured faculty. However, if there are extenuating circumstances that prevent a particular tenured faculty member from being physically present, then that faculty member may participate by real-time electronic means, such as speakerphone or video conferencing, with prior approval of the Dean. Such use of electronic means for participation during the deliberation process does not modify any other requirements for the vote.

- (c) At least twelve months before an Assistant Professor has completed seven continuous years of full-time service at that rank in this School, the department chair, after consultation as provided above, shall notify the candidate of the department's decision: (1) not to reappoint the candidate at the expiration of the current term; or (2) 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. The Dean, after consultation as above with the tenured associate and full professors of the School of Nursing faculty and receiving the result of their independent deliberation and vote, shall notify the candidate of the School's decision as above.
- (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. Notification of a decision not to reappoint shall be made in an unelaborated written statement of the decision with reference to the appropriate processes of appeal laid out in the relevant School of Nursing and University regulations. The written statement shall be a hard copy letter conveyed by a method of delivery that requires a dated signature by the addressee. 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 reappointment and/or promotion and tenure as required 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 Dean and Provost.

2. 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, and receiving the result of their independent deliberation and vote, shall notify the candidate of the department's decision: (1) not to reappoint at the expiration of the candidate's current term; or (2) to recommend to the Dean 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 following review as described in Section II. E., above.

- (b) 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. Notification of a decision not to reappoint shall be made in an unelaborated written statement of the decision with reference to the appropriate processes of appeal laid out in the relevant School of Nursing and University regulations. The written statement shall be a hard copy letter conveyed by a method of delivery that requires a dated signature by the addressee. Failure to give timely notice of non-reappointment shall oblige the University to offer a terminal appointment of one academic year.

3. Professor

A professor shall have permanent tenure.

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

A. Structure

1. The School of Nursing shall have a standing committee on promotion and tenure composed of all tenured faculty members, which will serve to evaluate individual candidates.
2. The School of Nursing shall ensure two levels of faculty review with one being the candidate's department review and one being the School of Nursing review.
3. A faculty member eligible to vote for promotion and/or tenure shall vote only once on a candidate's promotion and/or tenure at the earliest level of review. If serving on the candidate's department review committee, that faculty member shall participate in the final deliberations and vote only at the department review, though that faculty member may participate in the evidence-gathering phase at the School of Nursing Review Committee if invited to do so.
4. The candidate's department chair and Dean shall not be present during the final deliberations or votes of the candidate's department or School of Nursing review committees on promotion and tenure. The work of committees on promotion and tenure shall be divided into an evidence-gathering phase and a deliberative phase. The candidate's department chair and Dean may be invited by the appropriate committee to participate in the evidence-gathering phase of the process. When that phase of the process is determined to be over by a majority of the review committee, the candidate's department chair and Dean shall leave the committee and the deliberative phase will proceed.

B. Process

1. Except as noted in Section II.B., II.E., and II.F. 1., e. above, nominations for reappointment, promotion and/or tenure will be reviewed in the following order: department (tenured associate and full professors of the department faculty, except as noted below in *Section III. B. 2.* and the department chair; then School of Nursing (tenured associate and full professors and the Dean).
2. **Department Review Committee.** The department review committee for a candidate for appointment, reappointment, or promotion and/or tenure must be composed of at least three (3) tenured associate or full professors of the department faculty. In cases where there are fewer than three tenured associate or full professors of the department faculty (in addition to the department chair) 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. In such cases, the department 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 chair, the Dean, and the Provost will specify the composition of the review committee.
 - (a) The Department Review Committee shall review the candidate's materials independently. The Department Review Committee shall elect a chair to preside over the evidence-gathering and deliberative phases of the review process. The Department Review Committee Chair may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
 - (b) A written ballot shall be taken with the Department Review Committee Chair counting the ballots and reporting the number of positive and negative votes to the assembled faculty. The Department Review Committee Chair's responsibilities further include ensuring that the Chair and all present sign on the appropriate form and that the department chair receives a detailed written summary of the views of the assembled faculty, including the bases for both positive and negative votes. The department chair shall be responsible to forward the number of positive and negative votes, the detailed written summary of the views, and department chair's recommendation to the Dean.
 - (c) In cases where the review is for promotion and/or tenure, the Department Review Committee Chair shall further ensure that the assembled faculty write evaluations of the materials submitted by the candidate in regard to the areas of teaching, research and creative activity, and service. The written evaluations shall be in separate sections as described above with each section signed by all present. The Department Review Committee Chair shall be responsible for adding the written evaluations to the candidate's materials

prior to review by the SON Review Committee.

- (d) In cases where the review is for reappointment, promotion and/or tenure, the department chair shall be responsible for notifying the candidate of the recommendations from the department review, and for adding the recommendations to the candidate's materials.
- (e) A nomination of a candidate for reappointment, promotion and/or tenure receiving a majority of positive votes or a tied vote by the Department Review Committee or a positive recommendation from the department chair shall be reviewed by the SON Review Committee.
- (f) A nomination of a candidate for reappointment, promotion and/or tenure receiving a majority of negative votes of the Department Review Committee 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.

3. **School of Nursing Review Committee.** The School of Nursing Review Committee for a candidate for reappointment, promotion and/or tenure shall be composed of tenured associate and full professors of the School of Nursing who were not eligible to vote at the candidate's department review.

- (a) The School of Nursing Review Committee shall review the candidate's materials independently. The School of Nursing Review Committee shall elect a chair to preside over the evidence-gathering and deliberative phases of the review process. The School of Nursing Review Committee Chair may request in writing, information or clarification from a candidate, if the material submitted is incomplete or nonspecific.
- (b) A written ballot shall be taken with the School of Nursing Review Committee Chair counting the ballots and reporting the number of positive and negative votes to the assembled faculty. The School of Nursing Review Committee Chair's responsibilities further include ensuring that the Chair and all present sign on the appropriate form, and that the Dean receives a detailed written summary of the views of the assembled faculty, including the bases for both positive and negative votes.
- (c) The Dean shall be responsible for notifying the candidate of the recommendations from the School of Nursing reviews, and for adding the recommendations to the candidate's materials.

IV. Guidelines for Candidates

- A. 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.
- B. The Office of the Provost determines the time line for submission of the reappointment materials. 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.
- C. The Office of the Provost determines the time line for submission of the promotion and tenure materials. However, candidates should be aware that promotion and/or tenure materials generally need to be submitted to the department chair by the beginning of August of the academic year in which the candidate seeks promotion and tenure.
- D. A candidate for promotion and/or tenure shall submit to the department chair (at the time the promotion and tenure materials are submitted) at least three (3) names of potential external reviewers, and at that time the candidate chooses samples of scholarship to be sent to external reviewers.
 - 1. 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, co-investigator, principal investigator or consultant on the applicant's grant). Reviewers are chosen by mutual agreement of the candidate and the department chair.
 - 2. External reviews are included in the candidate's promotion materials and are available for review by department and School of Nursing review committees.
- E. The candidate may be asked to provide clarification of information in the materials by the Department or School of Nursing Review Committees.
- F. The candidate may clarify and update information in the reappointment or promotion and/or tenure materials by submitting a dated addendum to the department chair or Dean for insertion at the front of the materials. Examples of information appropriate to update include status of research and creative activities and significant awards or honors.

4/7/99; 4/02; 5/04; 5/05; 8/06; 4/07

**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

**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

<u>TO BE COMPLETED BY</u> <u>DEPARTMENT REVIEW COMMITTEE</u>	<u>TO BE COMPLETED BY</u> <u>SCHOOL OF NURSING REVIEW COMMITTEE</u>
<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>Department Recommendation: <input type="checkbox"/> For Reappointment <input type="checkbox"/> 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>School Recommendation: <input type="checkbox"/> For Reappointment <input type="checkbox"/> Against Reappointment</p>

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

Procedures for Post-Tenure Review

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."

The purpose of PTR is to (1) sustain and facilitate excellence among tenured faculty by recognizing, encouraging, and rewarding faculty performance; and (2) foster faculty development in the areas of teaching, research, service, and directed professional activity by evaluating all aspects of professional performance and by acknowledging progress in specific areas and identifying specific activities which can be undertaken if improvement is needed.

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 the UNCG *"Policy on Post-Tenure Review."*

The Post-Tenure Cumulative Review Process:

- I. Responsibilities of School of Nursing Promotion and Tenure (P&T) Committee
 - A. Composed of at least three (3) tenured faculty and excluding the candidate's department chair.
 - B. Review of candidate materials will take place during the Spring Semester according to the promotion and tenure timetable published by the Provost's office.
 - C. Review the materials submitted by the candidate.
 - D. Request information or clarification from a candidate if the material submitted is incomplete or nonspecific.
 - E. Evaluate the candidate in the areas of teaching, research, service, and directed professional activity (when applicable).
 - F. Vote to categorize the candidate's overall professional performance as being either "Satisfactory" or "Unsatisfactory," and record on the UNCG Report Form.
 1. Record the signatures of all present on the UNCG Report Form.
 2. Attach a detailed summary of positive and negative views, if the decision was not unanimous.
 - G. Submit the UNCG Report Form and the summary of positive and negative views (when applicable) to the Dean, to be forwarded to the Office of the Provost.
 - H. The Dean will communicate the results of the PTR to the candidate.

II. In the case of an “Unsatisfactory” review, the procedures described in the Regulations on Academic Freedom, Tenure, and Due Process, Section V. and the UNCG Policy for Post-Tenure Review will be implemented.

III. Responsibilities of the PTR Candidate

- A. The Office of the Provost determines the time line for submission of post-tenure review materials. However, applicants should be aware that post-tenure review materials generally need to be submitted to the Chair of the School of Nursing P&T Committee by the beginning of April of the academic year in which the applicant is scheduled for review.
- B. Submit cumulative review materials to the School of Nursing P&T Committee:
 - 1. UNCG Report Form.
 - 2. Annual Faculty Evaluations by Department Chair from last 5 years, including the year in which the cumulative review takes place.
 - 3. Current Curriculum Vitae.
 - 4. Any other supporting materials (this item is optional).

4/1/99; 4/04; 10/04; 3/05;8/06