



June 26, 2020

MEMORANDUM

To: Deans and Department Chairs/School Directors

From: Matt Kinservik  
Vice Provost for Faculty Affairs

Subject: 2020-2021 Promotion and Tenure Process

The online UD Promotion and Tenure system will launch its inaugural cycle with the 2020-2021 process. The Office of the Provost staff have collaborated with our colleagues from Human Resources and the university's IT staff to develop a system that incorporates every step of our P&T process while still maintaining a user-friendly interface. Our goal is to provide a positive promotion and tenure experience for faculty candidates and reviewers, department and college staff, and members of the University Promotions and Tenure Committee. The system will be available for the 2020-2021 promotion and tenure cycle on **Wednesday, July 1, 2020**.

**Training Opportunities**

Training sessions for candidates and reviewers will be held on the following dates: Monday, July 13 (candidates) and Tuesday, July 14 (reviewers). Both sessions will take place at 2:00 p.m. Announcements with Zoom links will be sent out well in advance of the meeting dates. In addition to these sessions, we have also prepared video tutorials for candidates and reviewers that can be accessed in the 'Faculty Promotion & Tenure' tile on the My UD site, <https://my.udel.edu/>.

**File Submission**

- **Main eBinder:** One main eBinder is prepared for each candidate. The main eBinder is produced within the online workflow system.
- See Attachment I for the section titles of the main eBinder.

**Who is responsible for the preparation and progression of the eBinder?**

- Faculty candidates are responsible for preparing their own eBinder that represent their case for promotion.
- The candidate is responsible for confirming that the eBinder is complete. The candidate's electronic signature on the eBinder Summary Cover Sheet certifies that the eBinder is complete.
- At this point, the eBinder is ready for review. During the review process, the only documents that may be added are the solicited external review letters, the recommendation letters from the internal reviewers, the candidate's appeal materials, and updated evidential material submitted by the candidate.

- Evaluations must be based on the record as documented in the eBinder. **It is inappropriate for anyone (including deans, department chairs, school directors, faculty colleagues, or review committee members) to add materials to the dossier other than review letters.**

**Candidate opportunity to take action following results**

- Candidates will have 5 business days to indicate their intention to appeal a decision at any level of review. In order to initiate an appeal, candidates must send an email response to the department committee/department chair’s recommendation, the college committee/dean’s recommendation, the university committee’s recommendation and the Provost’s recommendation. Candidates are requested to copy [facultypromotion@udel.edu](mailto:facultypromotion@udel.edu) on their email notification to the appropriate administrator/committee.
- Candidates should monitor the progression of their binder through the online system paying special attention to system email notifications.

**Recording results**

- Results of the reviewers’ votes are indicated on the Summary Cover Sheet.
- A recommendation letter must be uploaded at each review step. This letter must be uploaded in the system at the time that the vote is being recorded.

**Timeline and Summary of Dates**

(Note: Candidates can be required by department policy to submit dossiers before September 1.)

July 1, 2020	Promotion and Tenure Workflow open for the 2020-2021 cycle.
September 1, 2020	Dossier to the Department Committee.
October 1, 2020	Department Committee's recommendation to the Chairperson.
October 15, 2020	Chairperson's recommendation to the College Committee.
December 1, 2020	College Committee's recommendation to the Dean.
January 2, 2020	Dean's recommendation to the University Promotions and Tenure Committee.
February 15, 2020	University Promotions and Tenure Committee recommendations to the Provost.
March 15, 2020	Provost's recommendations.

**Attachment I****Preparation of Promotion and Tenure eBinders**

The following sections of the Faculty Handbook can serve as resources in preparation of eBinders:

- Statement on Workload  
<https://facultyhandbook.udel.edu/handbook/445-statement-workload>
- Promotion Dossiers  
<https://facultyhandbook.udel.edu/handbook/4411-promotion-dossiers>
- Approved promotion and tenure policies can be found here:  
<https://provost.udel.edu/resources/faculty-policies/college-department-resources/>

The promotion and tenure eBinder is divided into 5 sections.

**Section 1 – Summary Cover Sheets**

- Summary Cover Sheet for Promotion & Tenure

**Section 2 – General Information**

- Department and College Promotion And Tenure Criteria
- Curriculum Vitae
- Department Committee Recommendation
- Department Committee's Appeal Review (if needed)
- Chair's Recommendation
- Chair's Appeal Review (if needed)
- College Committee Recommendation
- College Committee's Appeal Review (if needed)
- Dean's Recommendation
- Dean's Appeal Review (if needed)
- University Committee Recommendation
- University Committee's Appeal Review (if needed)
- Provost's Recommendation
- Provost's Appeal Review (if needed)



**Section 3 – Evidence of Achievement**

- Evidential Materials: Teaching
- Evidential Materials: Research/Scholarship/Creative Activity
- Evidential Materials: Service

**Section 4 – Two and Four Year Reviews**

**Section 5 – Candidate Updates**