**Promotion to Full FAQ**

**What is expected to come up for full professor?**

Promotion to full in the Academy in general looks at these things:

* Promotion to full is based on achievement rather than promise;
* There should be additional substantial contributions/significant impact in research/scholarship/ creative works.
* Recognition as expert in field nationally and internationally
* Excellence in teaching
* Mentoring junior faculty
* Leadership in Service and Governance (dept., college, university, and Academy)

Your department and college may have guidelines and expectations in addition to these such as the number of PhD students brought to completion, etc.

**When should I come up for full? It has been 12 years since I received tenure. Will that be a problem?**

Usually people come up about seven years after receiving tenure, but it depends on the culture of the college and department. There is no specific timeline. You may come up at any time if your dossier is strong. If you come up three years after receiving tenure, there might not be enough time to have established leadership or that international reputation. Often people are so busy as associate professors, then come up after ten years or more after receiving tenure. What is important is not the number of years but the consistent record publication and meeting the other expectations.

**How do I compile an exemplary dossier?**

* Choose your external evaluators well. Experts in field but also look at their institution.
* When you submit names to your chair or ACTP chair, write a justification for the choice. If an expert on field but at Podunk U, explain the person’s expertise and reputation. Your chair can use this in his or her write up. Help tell your story and make it strong.
* When writing your narrative, write in your own voice. Don’t write it in the 3rd person like you would for a grant. Tell why you do what you do. Don’t have it read as an impersonal scientific article.
* Tell your story. Remember you will be writing to people not in your field. Not even in your college. Don’t assume people will know about you and your work. You have control over your narrative (maybe the only thing over which you do have control!), use it.
* Make sure to have all the required items uploaded: Official peer teaching review, student teaching evaluations uploaded and five question scores entered on course pages. Verify spelling, make sure the dates agree on your vita and the data you entered into DM. Read the directions for the statement in DM. Make sure that any documents uploaded to the supplemental folder are not password protected. Run the T and P report in DM to see what the dossier will look like and fix any issues that you find when reviewing it.

**I plan to submit my application for promotion from Associate to full professor this year. I would like to know what documents I should gather for the application package?**

* Get your data in Digital Measures
* Teaching evaluations from the past 5 years
* Official Peer Observation within the past two years
* External letters (prepare list for your committee or department chair)
* Your Teaching, Research, and Service Narratives
* Supporting documents

Please consult the Tenure and Promotion checklist available on the UTA Faculty Careers web page.

**Do I need all of my annual evaluations since tenure?**

Yes

**What do I do if I don’t have all of my annual evaluations?**

If you have combed through your files and they are not to be found, contact your department office. They should have copies of all evaluations. If they are not located, the chair or dean should explain in writing that the evaluations are missing and you can insert these explanation letters in the chronology. You need an official letter from your chair or dean.

**Where do I put the post tenure review document?**

Insert the page in the chronology of the annual reviews in Digital Measures as it includes the annual review for the previous year.

**Do I need the post tenure review three box check list that we used in the past?**

Yes, and you would insert it in the annual review chronology as well.

**Do I need to put in all of my teaching scores since tenure?**

No, the last five years will suffice.

**Should the candidate report unfunded grant applications in his**

**research statement and CV?**

Yes. Include these unfunded grant applications in their dossiers.  If grant writing is taken into consideration in annual reviews (awarded or not) then it should be in the dossier. The candidate should list them in their research statement portion and on their vita. Federal grants take a substantial amount of effort and should be counted. You can enter them in the “Other Funding” section on your DM Activities screen.

**If a candidate participated in a grant-supported research project**

**but didn't have an official role in the grant application process**

**(i.e. as a PI, Co-PI, senior personnel, or consultant), how should**

**s/he report this research activity? Is it considered a research grant**

**or regular research activity?  Regular research activity specifying their**

**role as statistical assistance?**

If you are not listed as a participant on the grant, then it shouldn’t be in the dossier. You might not be a PI or co-PI, but to take the grant into consideration in a dossier evaluation, then you should be listed as a participant on the grant, grant proposal or on the blue sheet.

**What are the roles in a research grant that would be recognized by**

**the University as an adequate grant research? PI and Co-PIs only? or**

**including senior personnel or consultant?**

I would check with the VP for Research, but most likely you should include all under research and specify your role and the contribution of your work to the grant project.

In a consortium grant, the measure is on what portion of the grant money comes to UTA and/or is apportioned to the candidate participant.

**We have always been told that publications in the very top journals will be given extra "weight" in the tenure review process. I'm not asking for the weight to be quantified, but I would like some assurance that that is indeed the case, as I've heard mixed comments in recent months. Put another way, if I have a pub in the very top journal in my field, and that pub has a very high impact factor rating, can I trust that it will "count" for more than just an average publication?**

* Look at the policy in your department.
* Make your case in your narrative. If it is something to be considered, make sure you mention/explain it.
* You are responsible for your story and you are in control of your story- tell it well. Remember people outside of your field will be evaluating your dossier.

**Who is precluded from writing one of the required letters of recommendation for a candidate’s promotion to associate or full professor?**

The president would like full professors for the external reviewers evaluating the dossiers. This is not always possible. Advanced Associate at an institution that is aspirational or higher is best. Be sure to justify your choice by expertise, etc. when submitting your list to the person in your department sending out the review requests. Also, someone who works or has worked in close contact with you such as a co-author or co-pi, or dissertation director should not write letters for you. If you are unsure, check with your department chair.

**What is the timing of P&T process?**

* Please look at the posted University Schedule for Faculty Reviews. It is updated each late February. <https://www.uta.edu/administration/provost/faculty/career/faculty-reviews>
* You need to notify your dept chair that you have decided to come up for promotion. We recommend that this discussion happen early and that you have consulted with your chair and dean before making this decision.
* The dean will notify the Provost’s Office of your intent to seek promotion in April.
* The ACTP chair or your chair/director will request names of external readers from candidate and from colleagues.
* A request for letters goes out to them. Sometimes in April or May, sometimes later for some disciplines
* The letters come in by mid-August (end of July is better just to be safe…)
* The letters are redacted and you are given a copy once your dossier is submitted to the department via Digital Measures Flow.
* Digital Measures workflow for T & P is launched the first week of August and the dossier is due the first week of September. We run bi-monthy work sessions for help with DM and getting your dossier in shape.

**Comprehensive Periodic Review**

**1.  For the report of all professional accomplishments for the period under review, would this be equivalent to selecting the parts of the CV for the period under review, or should there be more explanation of these activities?**

Yes, it is info that you should have already on your cv. We recommend that you write a statement describing briefly what you have accomplished. The statement is optional though.

**2.  For the summary of all Student Feedback Surveys for organized courses, is it the SFS summaries that were sent to me that should be included?  Or do I write my own summary of them, and if so, what information should this summary contain?**

You just fill the scores into each course’s Digital Measures screen. The CPE report will create a chart. Your electronic copies of the SFS as well will pull into the report if you have them uploaded into each course screen. This is a requirement and you must upload the SFS to your course pages (at the very bottom).

**3.  I am still waiting to receive the additional instructions on how to submit the electronic files, which I assume will be sent soon.**

Your Comprehensive Periodic Review Report will be pulled in from Digital Measures and the process run through Flow. Please attend one or more of the training sessions/workshops for T and P/ CPE where you will see exactly what flow looks like. You can run sample CPE reports as many times as you like in the report section of Digital Measures as well.

**4. Do I need an official peer evaluation of my teaching for CPE?**

At this time, you do not need an official peer observation of your teaching.

**5. I am missing some annual reviews. What do I do?**

If you have combed through your files and they are not to be found, contact your department office. They should have copies of all evaluations. If they are not located, the chair or dean should explain in writing that the evaluations are missing and you can insert these explanation letters in the chronology. You need an official letter from your chair or dean.

**6. I am missing course evaluations. Do I need to find them?**

Yes, you need the past five year’s teaching evaluations uploaded into the course page in Digital Measures. Institutional Effectiveness and Reporting can help you find any missing student feedback surveys. Click here: <https://www.uta.edu/ier/student-feedback-survey/faculty.php>

7. **I am going to retire soon. Can I not do my CPE?**

I am sorry but this review is reported to system. Only in exceptional circumstances may a CPE be delayed and only for one year. See the HOP Policy AA-FPT-PO5

section III. A.3 and 4.

<https://policy.uta.edu/doctract/documentportal/08D885B3881C898411048D15A23702CC>