

Retention, Promotion, and Tenure Workshop Format

- Welcome and Workshop Objectives
- Panelists Self-Introductions
- Overview of the RTP process, procedures and criteria
- Q&A and discussion
- Wrap-up

Welcome and Workshop Objectives

Workshop Leaders:

Norm Whitley, interim and part-time in Academic Affairs (retired). I previously taught Mechanical Engineering and served as Associate Dean of Engineering, Interim Dean of Engineering, Interim Associate Provost, and Interim Provost.

Eileen Dooley (Assistant to the Associate Provost). She is a key contact person in Academic Affairs for this process. She will assist in the collection and organization of pertinent materials for review within Academic Affairs

Our Objectives today: Give people who will be entering the RP&T process in Fall 2026 an overview of what they need to do and when they need to do it, an overview of how the elaborate review process is supposed to work.

Panelists



Dr. Steven Johnson

Interim Dean, Robert A. Savoie College of Engineering & College of Sciences
Professor of Biology



Dr. Paul Schilling

Professor, Department Chair, Mechanical Engineering Department
Interim Chair, Naval Architecture and Marine Engineering Department
Huntington Ingalls Inc., Endowed Professor



Dr. Cherie Trumbach

Professor of Management



Dr. Christopher Belser

Associate Professor
Counselor Education Graduate Programs

Overview of the Process, Procedures and Criteria

LOOK HERE:

<https://www.uno.edu/faculty-affairs/promotion>

where you can find this document and much more

[Procedures and Criteria for Reappointment, Tenure, and Promotion](#)

(<https://www.uno.edu/media/19096/>)

This document was approved and adopted by the UNO faculty Senate

Section A: Responsibilities of the Participants

RTP Process

Candidate

- Submits full RTP package to Dept. Chair

Department RTP Committee

- Evaluates + makes initial recommendation to Dept. Chair and College RTP Committee

Dept. Chair

- Writes independent evaluation agreeing or disagreeing with Dept. RTP Committee

College RTP Committee

- Evaluates candidate's file, reviews Dept. RTP and Dept. Chair recommendations
- Makes its own independent recommendation to Dean

Dean

- Reviews recommendations of Dept. Chairs, Dept. RTP Committee & College RTP Committee
- Evaluates candidate's file
- Makes independent recommendation to the Provost

Provost

- Reviews candidate's file
- Makes recommendation to the Chancellor

Chancellor

- Makes final decision (may be delegated to Provost)

Faculty Appointments

Policy No: AP-AA-21.9

<https://www.uno.edu/media/17346>

States that for all initial and subsequent faculty appointment:

- All tenure-track faculty are initially appointed for two (2) years.
- Subsequent appointments are for one year until tenured status is achieved.

Annual RTP Evaluation

Tenure-track faculty members (Full, Associate or Assistant Professors)
and Associate Professors seeking promotion to Full Professor

- Areas of Evaluation:
 - Instruction and instruction-related activities
 - Research, scholarly and/or creative activities
 - Service to the University, community and/or profession
- Documentation:
 - Annual Faculty Activities Report (Faculty 180)
 - Departmental C.V. (Update in Faculty 180)
 - Student Evaluation of Courses
 - One-page self-evaluation narrative of candidate's productivity in the three areas for review

Tenure-Track Faculty

**During Probationary Period*

**Associate Professors seeking
Full Professorship**

**Years following tenure*

The Candidate: Responsibilities

- Collect and present the evidence of accomplishments
- Submit all required information and supporting materials
- Comply with all RTP procedure deadlines

The Candidate: Requirements

A narrative of goals and accomplishments during the reappointment process (probationary period)

- A clear description of the quality and significance of contributions to the three areas of review:
 - a) instruction and instruction-related activities;
 - b) research, scholarship, and creative activity; and
 - c) service to the university, community, or profession

The Candidate: Requirements

Required Supplemental Documentation

All supporting materials should be referenced and clearly explained. Provide an index of all supplementary materials so that it is easier for reviewers

- Provide for each course taught:
 - Summary of the course
 - Enrollment in the course
 - Criteria for evaluating students
 - Student evaluations of the course
- Provide **all prior performance reviews**
 - Tenure-track Assistant and Associate Professors—**Annual RTP reviews during the probationary period.**
 - Associate Professors seeking promotion to Full Profs. —
Annual evaluations **over the full (post-tenure) review period.**

The Candidate: Things to Remember

BE PROACTIVE

- Seek advice and guidance from the Department Chair – remember every department has different criteria
- Request a college or department mentor and seek other mentors.
- Be engaged in professional development opportunities and document your engagement – show that you keep abreast of your field.

The Department RTP Committee Composition

- The Department RTP committee shall consist of full-time, tenured faculty members elected by tenure-track and tenured faculty (or selected for service on the committee on a rotational basis). The minimum size of the committee shall be three if the Department has seven or fewer full-time faculty eligible to serve, and five if the Department has eight or more full-time faculty eligible to serve.
- For recommendation for promotion from Associate Professor to Full Professor: the Department's RTP committee will be made up of tenured Full Professors only.
- If too few faculty members are available to form a committee for all or some aspect of a committee's work, the committee shall consult with the College RTP committee and name tenured faculty members from outside the Department to supplement the committee. Retired faculty cannot be used.

The Department RTP Committee: Responsibilities

- Critically analyzes and evaluates the **candidate's performance** in accordance with the criteria and standards established by the Department in all three areas of evaluation.
- Makes a recommendation to the Department Chair and the College RTP committee.

The Department Chair: Conditions

- In all promotion cases, the Department Chair must have a rank higher than or equal to the rank for which a candidate is being considered.
- In any situation where the Department Chair is not tenured and/or senior to the candidate, the Associate Dean (if a tenured full professor) assumes the role of Chair.
- If the department chair is the applicant, the Associate Dean shall evaluate. An “ad hoc” chair from the faculty can’t be appointed to evaluate.

The Department Chair: Responsibilities throughout the probationary review period

- Communicate the Department, College, and University policies to candidates.
- Provide guidance to candidates over time as to whether their performance is consistent with Department expectations.
- Talk with candidates about their overall career development and provide professional mentoring

The Department Chair: Responsibilities

- Meet with the Department RTP committee to review the Department, College, and University processes and procedures prior to the beginning of the Department evaluation process.
- Critically analyze and evaluate the candidate's performance in relation to the criteria of the Department
- Write independent evaluations of all RTP candidates, agreeing or disagreeing with the Department RTP committee's recommendations.

The College RTP Committee Composition

- The College RTP Committee must consist of one member from each of the Departments of the College. All Committee members must be tenured, full-time faculty. In all promotion cases, members of the College RTP committee must have a rank higher than or equal to the rank for which a candidate is being considered.

The College RTP Committee: Responsibilities

- Evaluates the candidate's file in accordance with criteria established by the Department, College, and University.
- Reviews both the Department RTP and Department Chair recommendations, ensuring fair treatment
- Prepares and forwards its own independent recommendation to the College Dean.

The Dean: Responsibilities

- Provide oversight and guidance in the RTP process within the college.
 - Mentor department chairs regarding their role in the RTP process.
 - Ensure that departments' expectations for faculty performance are current, clearly presented in writing, and easily accessible to faculty.
 - Provide clear guidance to the College RTP committee.
 - Ensure that all evaluations are carried out in accordance with Department, College and University policies.
- Provide an independent review and recommendation to the Provost.

The Provost: Responsibilities

- Provide oversight for the University's RTP process
- Establish the annual calendar of the RTP cycle
- Distribute relevant information to prospective candidates, Chairs, Deans, and members of College and Department RTP committees.
- Review the candidate's file, including all prior evaluations and recommendations, and makes a recommendation to the President.

The Chancellor: Responsibilities

- The Chancellor has the authority to make final decisions for the University with respect to reappointment, tenure, and promotion. This authority may be delegated to the Provost.

In current LSU System policy, the decision of the Chancellor is final. Tenure decisions are forwarded to the System where they are reviewed and archived.

Section B: Process & Procedures Time-line and Last Things

External Evaluation

External evaluation may also be included at any stage of the reappointment process, and may be required during the tenure and promotion process though it can always be requested by the candidate.

- Reviewers will not be asked whether a candidate should be tenured and/or promoted.
- The candidate and the Department Chair will develop a mutually acceptable list of **six** reviewers.
- External reviewers are expected to be familiar with the candidate's area of work.
- The academic rank of external reviewers should be senior to that of the candidate.
- List of names shall be submitted to the College Dean for approval.
- A minimum of **three reviews must be received.**

Timeline for the RTP Process

From	To	Type of Document	Submit No Later Than
Candidate	Dept RTP Committee/Chair	Full RTP package	December 1
Dept. Chair	Candidate	Review Letter	Six (6) business days before February 9
Candidate	Dept. Chair	Rebuttal, if any	One (1) business day before February 9
Dept. Chair	College RTP Committee & Dean	Full RTP package plus all the reviews and responses	February 9
College RTP Committee	Dean	Review Letter	March 9
Dean	Candidate	Review Letters	Six (6) business days before April 9
Candidate	Dean	Rebuttal, if any	One (1) business day before April 9
Dean	Provost	Full RTP package plus all the reviews and responses	April 9

Q&A and Discussion with the Panel

Need more info?

Send emails to: ebdooley@uno.edu