• Updates Since 2019
• Overview of APT Process
• Routing Dossiers and Dossier Tips
• APT Timeline
• Teaching-Track Faculty Promotions
• Questions for Janet and Teresa
• Effective May 21, 2020: The Board of Trustees set forth a temporary amendment to the Trustees Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill. This amendment allows untenured faculty to request an extension beyond the maximum 24 months, due to disruptions on the faculty member’s ability to carry out research and scholarship activities, as a result of the COVID-19 pandemic.

• The amendment is effective for a period of one year, beginning May 21, 2020 and ending May 20, 2021.
• Effective September 1, 2020: Faculty who will be conferred tenure are required to undergo a background check.
  • All faculty offers for new hires or promotions that require APT review should be made contingent upon clearance of the background check and the approval of the APT committee.
  • The department must initiate the background check for new faculty hires and faculty promotions prior to submitting the dossier in Sakai for the APT committee review.
  • If the projected effective date of the faculty appointment or promotion is greater than 12 months from the date of the dossier submission, the department may request an exception to initiate the background check at a later date to ensure that it does not expire prior to the faculty start date.
  • Please check “yes” on the AP2 form submitted with the dossier to indicate that the background check has been initiated.
  • The background check summary sheet should be attached to the ePar action submitted in ConnectCarolina.
BEFORE WE GET STARTED...

- **APT** stands for **Appointment, Promotion, and Tenure**

- **APT Committee**: composed of 12 faculty members and is the third level of faculty review of promotion and tenure decisions
  - The APT Committee reviews faculty promotion and tenure decisions after reviews have been successfully completed at the Departmental and School-levels
  - The committee makes recommendations to the Provost, who makes the final decision, subject to confirmation by BOT (Board of Trustees)

- **ASAC** stands for **Arts and Sciences Advisory Committee**
  - In addition to the Dean of the College of Arts & Sciences, the Chair of each division serves on the Arts and Sciences Advisory Committee (ASAC)
  - New tenure track appointments, reappointments, and promotions require approval from the ASAC Committee which advises the Dean on tenure track and tenured personnel actions.

  ASAC Schedule
TYPICAL TENURE-TRACK CAREER PROGRESSION

- Recruitment
- Recommendation & Appointment
- Reappointment
- Tenure Review
- Promotion & Tenure
- Post-Tenure Review
### RECOMMENDATION & APPOINTMENT

<table>
<thead>
<tr>
<th>Department Committee Approval</th>
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<td>• Initial appointments, reappointments, and promotions, regardless of faculty rank (tenure-track or fixed term), for a term longer than one year must be initiated by recommendation of the Chair upon the advice of the assembled full professors of the unit (at least 4)</td>
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<td>• All College units include tenured associate professors in the review and vote for all tenure-track faculty personnel actions*</td>
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<tr>
<th>Dean’s Office Review</th>
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<tr>
<td>• Dossier submitted to Janet and Teresa for review prior to submission to ASAC</td>
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<th>Provost Office</th>
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<tr>
<td>• APT committee approval</td>
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<tr>
<td>• BOT approval (final approval)</td>
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*No faculty member may vote on another faculty member’s appointment of the same rank

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**Appointment Review Table**
TENURE/TENURE-TRACK FACULTY APPOINTMENTS

• Professor
  • Initial appointment confers permanent tenure

• Associate Professor (without tenure)
  • Initial appointment is ordinarily for a probationary term of five years
  • Under very special circumstances, an initial appointment with permanent tenure may be made

• Assistant Professor
  • Initial appointment is for a probationary term of four years

• Instructor with Special Provision
  • Rank for newly hired faculty who have not yet completed the requirements for the PhD degree. Appointment is for a probationary term of one year
TENURE-TRACK FACULTY REAPPOINTMENTS

• Associate Professor
  • Reappointment to Associate Professor confers tenure

• Assistant Professor
  • Reappointment is for a term of three years

• Instructor with Special Provision
  • Appointment is renewable for up to three additional successive one-year terms, a total of four years
  • No reappointment beyond four years is allowed
  • Automatically upon conferral of a specified academic degree the instructor shall be reappointed at the rank of assistant professor
TENURE REVIEW

- **Associate Professor**
  - No less than 12 months before the end of the probationary appointment, a decision will be made as to whether the associate professor will be reappointed to confer tenure or promoted to full professor

- **Assistant Professor**
  - No less than 12 months before the end of the first probationary appointment, a decision will be made as to whether the assistant professor will be reappointed
  - No less than 12 months before the end of the second probationary term, a decision will be made as to whether the assistant professor will be promoted

- **Probationary Assistant and Associate Professors** can request an Extension of their Tenure Clock if there are compelling reasons to do so
  - Must be submitted no later than 24 months before the end of their current term
  - Extensions are granted in 12 month increments.

- Chairs should avoid sending forward to the College for resolution problematic recommendations for tenure and/or promotion of tenured faculty to a higher rank.
  - A noticeably divided vote is the usual symptom of such cases

See Chair’s Manual for more information
TENURE/TENURE-TRACK FACULTY PROMOTIONS

• Professor
  - Promotion to the rank of full professor confers permanent tenure
  - Associate professors promoted to full professors receive a $10,000 salary increase

• Associate Professor
  - Promotion to associate professor from assistant professor always confers tenure
  - Assistant professors promoted to associate professors with tenure receive a $6,000 salary increase

• Promotion from Instructor with Special Provision to Assistant Professor
  - Promotion at any time from the rank of instructor to that of assistant professor constitutes an initial appointment at the latter rank. In such cases the appointment to assistant professor shall be retroactive to the effective date of instructor or to July 1 or January 1 immediately preceding the conferral of the degree whichever is nearest in point of time.
POST-TENURE REVIEW (PTR)

• Professor
  ▪ Post-tenure review must be made not less frequently than every five years

• Associate Professor
  ▪ In any case where an associate professor has served five years in that rank and acquires permanent tenure in that rank, a post-tenure review must be made not less frequently than every five years

• Deferral of PTR
  ▪ Deferral decisions and/or decisions not to promote must be reviewed and approved by the Provost

• Post-Tenure Review Training
  ▪ http://old.northcarolina.edu/aa/tenuretraining/index.php
ASSISTANT PROFESSOR

*Typically, Assistant Professors do not serve their 7th year at this rank.
Once a faculty member is tenured, they are subject to a 5-year review schedule.

*If out of cycle, SAD approval required.
ROUTING DOSSIERS

• Step-by-step tutorial can be found on the CASBO website
  • Dossier submission checklists for both initial appointments and reappointments and promotions can also be found on this page

• Dossier information (including order) and Standard Order Tables can be found on the Academic Personnel website as well

• When routing dossiers in Infoporte, the request route should indicate “A&S Dean’s Office HR” as the final stop for approval
DOSSIER TIPS

• Ensure all dates on the AP-2 form correspond with CV

• CV must contain the date of latest revision and all pages must be numbered

• Letters of recommendation should have a designation in its upper right-hand corner as to which list the reviewer was selected (department chair/personnel committee or candidate)

• Do not forward a hardcopy to the Dean’s Office until documents in Infoporte have been reviewed and approved
TIMELINE

- **August**
  - ASAC schedule is released

- **September**
  - Schedule for Mandatory Reviews for Reappointments and Promotions is sent to Chairs

- **December**
  - Contract renewal, promotion and tenure documents are due. Adjustments to this timetable can occur only in consultation with your SAD

- **January**
  - Dossiers for Assistant Professor reappointments effective 7/1 are due in Infoporte

- **March**
  - For appointments with tenure or on the tenure-track, this is the last chance for a person appointed as of 7/1 to receive all of the necessary approvals.
  - Dossiers for promotions for teaching associate professor/teaching professors with 7/1 effective dates are due in Infoporte
  - Chairs notify faculty who are due for renewal/promotion review during the following year.
TEACHING-TRACK FACULTY PROMOTIONS

• Tenure is not acquired at these ranks

• Fall reviews for promotion to Teaching Associate Professor and Teaching Professor to be effective 1/1/2021. Departments must submit dossiers by 11/5/2020.

• Spring reviews for promotion to Teaching Associate Professor and Teaching Professor to be effective 7/1/2021, Departments must submit dossiers by 3/18/2021.
PROMOTION TO TEACHING ASSOCIATE PROFESSOR

• Teaching Assistant Professors eligible for consideration for promotion to Teaching Associate Professor must have a minimum of six consecutive years’ full-time (i.e., 1 FTE) service as a Teaching Assistant Professor in the appointing unit (or a combination of such service and its rank equivalent at another university).

• Teaching Assistant Professors promoted to Teaching Associate Professors receive a $3,000 salary increase effective on their promotion date, subject to legislative and BOG approvals.

• Teaching Associate Professor have voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.

• Teaching Associate Professors are eligible to apply for College travel grants and course development grants.
PROMOTION TO TEACHING PROFESSOR

• Teaching Associate Professors eligible for consideration for promotion to teaching professor must have a minimum of six consecutive years’ full-time (i.e., 1 FTE) service as a teaching associate professor in the appointing unit (or a combination of such service and its rank equivalent at another university).

• Teaching associate professors promoted to teaching professors receive a $5,000 salary increase effective on their promotion date, subject to legislative and BOG approvals.

• Teaching Professors have voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.

• Teaching Professors are eligible to apply for College travel grants and course development grants.

• Upon appointment to Teaching Professor, a one-time $5,000 professional development fund, to be expended within five years.

• Upon appointment to Teaching Professor and based on a written project proposed by the Teaching Professor and approved by her or his unit chair, a 50% reduction in the Teaching Professor’s teaching and/or administrative responsibilities for one semester. A copy of the proposal and approval by the chair must be sent to the Dean’s Office to be placed in the faculty member’s personnel file.
RESOURCES

• CAS Faculty Specialists
  ▪ Janet Farrell - janet_farrell@unc.edu or 919-962-6210
  ▪ Teresa Wilkinson - tsmith7@email.unc.edu or 919-962-6217

• CAS Intranet: https://casbo.web.unc.edu/resources/manager-toolkit/faculty-dossier-routing/

• Chair’s Manual
  ▪ https://casbo.web.unc.edu/chairs-manual/

• Academic Personnel Website
  ▪ https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/
  ▪ https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/promotions/

• Provost’s Office: http://provost.unc.edu/policies/
QUESTIONS?

Janet Farrell
Teresa Wilkinson