

Promotion & Tenure Quick Reference Guide for Chairpersons

- Check in regularly with all new tenure-track faculty during their first four years to ensure they have an active and helpful **Peer Review Team (PRT)**. See p.5 in the [P&T Handbook](#) for guidelines.
- Review the **recently updated P&T Handbook** and related resources found on the P&T webpage: <https://www.csc.edu/employee/faculty/teaching-professional-development/promotion-tenure.shtml>. Share this webpage with candidates and PRTs.
- View a **P&T Workshop Video** (or attend a live workshop) and encourage up-coming candidates and PRT members to attend these workshops offered throughout the year.
- Ensure **Classroom Observations** for all tenure-track faculty are conducted by a PRT member, the chairperson, or another faculty member according to schedule. Fully signed copies should be distributed to faculty and retained by the chairperson for future reference.
- Ensure that **Annual Appraisals** contain both chair and PRT feedback. Fully signed copies should be distributed to faculty and retained by the chairperson for future reference.
- Refer to the **P&T Timeline** on the P&T webpage each academic year.
- Ensure that newer tenure-track faculty are aware that they are **required to apply for and receive tenure** during their 4th year of employment (with at least 7 semesters, not including summer, but including the spring semester of submission).
- Remind faculty of the responsibility to submit the **Letter of Intent** to apply for promotion and/or tenure by October 1st of applicable calendar years.
- By **November 1**, conduct an election for a department representative to the **Division P&T Review Committee**.
- By **November 15** complete formation of the **Department P&T Review Committee** (see pgs. 31-32 of the P&T Handbook for requirements) and determine a professor willing to serve as **outside chair from another department** in the division. Professors may NOT serve on more than one level of P&T committee. **Send list of names for each of these committees to the dean and OAA.**
- Provide candidates with **after-hours access** to respective buildings/offices so that they can work on portfolios during college breaks.
- Ensure signed recommendation letters (see Handbook appendices for samples) are both added to the portfolio *and* **provided to the candidate**.
- Review the detailed list of **chairperson responsibilities** in the Promotion and Tenure Handbook (<https://www.csc.edu/employee/faculty/teaching-professional-development/promotion-tenure.shtml>; pgs. 31-32).
- Contact the **P&T Faculty Fellows** with any questions regarding the process:
 - A&S Division: Leslie Smith / lsmith01@csc.edu
 - BET, HHS, IST Divisions: Dan Hare / dhare1@csc.edu