Date: May 17, 2023

To: Deans and Department Chairs/School Directors

From: Matt Kinservik
Vice Provost for Faculty Affairs

Subject: 2023-2024 Promotion and Tenure Process

The online UD Promotion and Tenure system will be available for the 2023-2024 promotion and tenure cycle on **Tuesday, June 6, 2023**.

Training Opportunities

A training session for candidates and reviewers will be held on Wednesday, May 17th. In addition to this session, 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/. All of this material is also available on the Provost's Web page under the Faculty Affairs tab: https://provost.udel.edu/faculty-affairs/.

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 (below) 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 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.)

June 6, 2023	Promotion and Tenure Workflow open for the 2023-2024 cycle.
September 1, 2023	Dossier to the Department Committee.
October 1, 2023	Department Committee's recommendation to the Chairperson.
October 15, 2023	Chairperson's recommendation to the College Committee.
December 1, 2023	College Committee's recommendation to the Dean.
January 2, 2024	Dean's recommendation to the University Promotions and Tenure Committee.
February 15, 2024	University Promotions and Tenure Committee recommendations to the Provost.
March 15, 2024	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

  FACULTY-HANDBOOK-3.15.23.pdf (bpb-us-w2.wpmucdn.com)

- COVID Impact Statement
  FACULTY-HANDBOOK-3.15.23.pdf (bpb-us-w2.wpmucdn.com)

- Promotion Dossiers
  FACULTY-HANDBOOK-3.15.23.pdf (bpb-us-w2.wpmucdn.com)

- Approved promotion and tenure policies can be found here:
  College Documents | Provost - University of Delaware (udel.edu)

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
- Workload Statement & COVID Impact Statement
- 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