

**Department of Psychology
Eastern Kentucky University
Promotion and Tenure Procedures
Approved: 2/1/2017**

The RAPT (Retention, Advisory, Promotion, and Tenure) committee makes recommendations concerning retention, promotion, and tenure.

I. RAPT COMMITTEE RESPONSIBILITIES

- The RAPT Committee is responsible for evaluating all faculty who are applying for promotion/tenure in a given year, as outlined in this document and in university policy 4.6.4, and for evaluating non-tenured tenure-track faculty in years two through five as outlined in university policy 4.6.5.
- The RAPT committee is also responsible for evaluating full-time faculty not on the tenure track (e.g., Instructors) per Department policy in accordance with University Policy 4.6.6.
- The RAPT committee is responsible for electing a chair who has previously served as a member of the RAPT committee.
- The RAPT committee should adhere to all College and University policies related to Promotion and Tenure.
- The five members of the RAPT committee will have equal voice and voting privileges.
- The committee shall select its chair among the five elected members. The department chair may not chair the committee.
- Decisions of the majority will carry.
- All activities of the committee shall be held in strict confidence by its members.

II. DEPARTMENT CHAIR RESPONSIBILITIES

- The Department Chair should be familiar with college and university policies related to Promotion and Tenure.
- The Department Chair is responsible for conducting annual reviews of non-tenured tenure-track faculty in year 1 per university policy 4.6.5.
- By the end of the second full week of fall classes, the Department Chair will hold an election for the purpose of selecting the RAPT committee members for the current academic year.
- Once the committee is selected, the department chair shall announce the names of the committee members to the department. The chair shall also report the names of the committee members to the dean.

- The department chair shall sit in during committee deliberations of all candidates.
- The department chair and the RAPT committee chair will meet in a timely manner with each faculty member who was evaluated to discuss the evaluation. The candidate will receive a copy of the committee report (and all addenda) and verify its receipt with his or her signature at this meeting.
- The department chair is responsible for ensuring the reassessment of the department P&T policy at least once every five (5) years.
- The Department Chair should provide the Guidelines for Promotion and Tenure and Guidelines for the Preparation of Materials to new faculty during their first week of employment. He/She should also ensure that these guidelines, as well as the Promotion and Tenure Procedures, are made available on the Department website.

III. RAPT COMMITTEE CHAIR RESPONSIBILITIES

- The RAPT committee chair should be familiar with college and university policies related to promotion and tenure.
- Each RAPT chair should keep an electronic copy of each report and any additional materials to be made available to the next RAPT chair. These documents should be held by each RAPT chair for a period of five years and can then be destroyed.
- The RAPT committee Chair will create a schedule for the evaluation process including due dates for submitting self-evaluation materials for each candidate. The RAPT committee chair will inform candidates of the relevant dates early in the semester of the evaluation.
- The department chair and the RAPT committee chair will meet in a timely manner with each faculty member who was evaluated to discuss the evaluation. The candidate will receive a copy of the committee report (and all addenda) and verify its receipt with his or her signature at this meeting.
- The RAPT committee chair will ensure that each report is on the proper form with the proper headings and get signatures from the committee members.
- The RAPT committee chair will forward the required materials to the college on behalf of each candidate, and ensure that a copy of each report with signatures is given to the Department chair for the department's files.

IV. FACULTY-AT-LARGE RESPONSIBILITIES

- The faculty will elect five of their number to serve on the committee and one alternate committee member.
- The faculty are responsible for ensuring that Promotion and Tenure standards are clearly articulated, adhere to college and university policy, and are applied fairly across faculty.

- Each individual faculty member is responsible for providing class time for the administration of course evaluations in all courses.

V. CANDIDATE RESPONSIBILITIES

- Candidates should seek out assistance in completing the annual review documents.
- Should the candidate choose to withdraw his or her candidacy, the candidate shall inform the Department Chair, the Dean, and the Provost in writing as soon as possible.

VI. RAPT MEMBER RANK AND CANDIDATE RANK

- Only those faculty who are tenured and at or above the decision level asked of the committee that year are eligible to serve.
 - That is, only tenured faculty may serve on a committee making tenure decisions; only associate and full professors may serve on a committee making decisions concerning promotion to associate professor; and only Professors may serve on a committee making decisions concerning promotion to Professor.
 - In the event that there is not a sufficient number of faculty meeting these criteria to constitute a committee, a member may be selected from the highest ranking group available.

VII. RAPT COMMITTEE SERVICE LIMITATIONS

- The Department representatives to the College and University Promotion and Tenure Committees and any University committee related to Promotion and Tenure are not eligible to serve on the RAPT Committee.
- No one may serve as a committee member more than two consecutive years, unless no other eligible members are available to serve.
- If a faculty member, or a member of his or her immediate family is being considered for promotion and/or tenure, he or she may not serve on that individual's annual review committee.

IV. INTERVIEWS

- Faculty not serving on the committee will be assigned to a member of the committee for the purpose of representation. Each member will then interview and/or survey her/his constituency concerning the evaluation of the faculty member being considered, using a standardized interview form. The interview will include an advisory (non-binding) vote on whether the candidate should be continued, tenured, and/or promoted.

V. REPORT WRITING

- Each candidate will be assigned a report author and a secondary author. Each report author will serve as secretary during the discussion of a candidate.

- After gathering information from all sources, the committee will discuss each faculty member while the report author takes notes. The report author for the candidate discussed will subsequently write a comprehensive evaluation based on his/her perception of the discussion, which will include the vote regarding tenure/promotion/continuation.
- The report second author will review the report and make recommended changes. The remaining committee members will then read and make suggested changes to the report in succession, then return the report to the RAPT chair.
- This report is the only feedback that the candidate will receive on his or her performance. However, the committee chair may share the committee's decision regarding promotion, tenure, and/or continuation with the candidate after a decision has been made by the committee, but prior to the completion of the report.

VI. NEGATIVE DECISIONS

- If the department committees', or department chair's, recommendation for continuation, tenure, or promotion is negative, the candidate may request reconsideration. Please see current college/university guidelines for this process.

VIII. RAPT POLICIES AVAILABILITY AND CHANGES

- Changes in these procedures shall be made by a majority vote of the full-time teaching members of the department and approved by the Dean by May 1 prior to the academic year in which they are to take effect.
- Copies of these procedures and the Guidelines for Promotion and Tenure shall be filed in the Dean's office and the Department office.

IX. EXCEPTIONS/DELAYS

- All exceptions to the Tenure and Promotion Policy should be negotiated with the Department Chair at the time of hire following the guidelines of University Policy 4.6.4 and policies outlined by the College of Letters, Arts, and Social Sciences. A written copy of the negotiated exceptions should be provided annually to the RAPT committee during the review of the candidate.
- Regarding the delay of application for tenure, University Policy 4.6.4 states "Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval." Reasons for requesting an extension can include any qualifying exigency as outlined in the Family Medical Leave Policy (Policy 8.2.14P).