

**UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS  
ANNUAL REPORT  
2007-2008**

The University Committee on Tenure and Promotions (UCTP) met several times over the course of the year, always on Wednesdays at 4:00 PM. In addition to their normal T&P and Criteria review duties, UCTP was also actively involved in an unanticipated, but important, project; evaluation of an “electronic review” and “electronic file submission” process. Details are provided in the following sections.

**Committee Meeting Dates and Activities**

Panel and full- committee meeting dates were as follows

<b><u>Panel Meetings</u></b>	<b><u>Full Committee</u></b>	
None	September 5, 2007	(Organizational)
October 10, 2007	October 17, 2007	(Mid-year files)
December 5, 2007	December 12, 2007	(Criteria discussion)
January 23, 2008	January 30, 2008	(Full-year files)
February 20, 2008	February 27, 2008	(Full-year files)
None	March 5, 2008	(Electronic Review)
March 12, 2008	March 19, 2008	(Full-year files)
None	March 26, 2008	(Electronic Review)
March 26, 2008	April 2, 2008	(Full-year files)
April 9, 2008	April 16, 2008	(Full-year files)
None	April 23, 2008	(Closure meeting)
None	April 28, 2008	(President’s Breakfast)

Most of the meetings lasted between one and two hours. Prior to beginning the Fall term, the committee followed the normal procedure and split the members into three panels of eight members. Panels 1 and 2 were responsible for Criteria Review during the year, with special emphasis on reviewing criteria during the Fall semester. Panel 3 was responsible for (a) presenting mid-year tenure and promotion cases, (b) UCTP internal rules and (c) UCTP nominations for both new members and the Chair for 2008-2009.

**Criteria Review**

Prof. Richard Hunt was the Chair of the Criteria and Procedures Subcommittee (consisting of the members of Panels 1 and 2) and was responsible for assigning Unit Criteria to panels and for moving the criteria through the process. For a variety of reasons, this was a difficult year for criteria review. UCTP had two unit criteria from the previous year: **HRSM** and **Journalism**. In addition, **Public Health** and **International Business** arrived during the year, and **Medicine** (Basic Science) is undergoing review in the Dean’s office. HRSM was approved in October, 2007. Public Health and International Business were reviewed and returned to the units with comments. Journalism has responded to input from both UCTP and the Provost, but the final version of the Criteria has not been reviewed. Thus, the Journalism criteria review will continue into 2008, with approval anticipated during the upcoming academic year.

**File Review**

In the Fall, UCTP considered three tenure and promotion cases. In the Spring term, UCTP considered 54 tenure and/or promotion cases. Following UCTP tradition, the files were decomposed into a series of four groups or “waves”. For each wave, the Chair divided the files into three groups, one for each panel. The Panel Chair assigned one panel member to be a presenter for each file. Panel members read and considered the files in their group and met to discuss in detail. The following week, the entire committee met to discuss all files in the Wave. At that time, each original panel presenter gave a synopsis of the criteria of the unit, laid out the pros and cons of the case in this light, and reported the panel vote of the week before. Members were then given two additional days to vote and write their ballot justification. Each wave of candidates took 16 days to consider.

Due to a variety of circumstances, files arrived at UCTP in smaller groups. Thus, the four “waves” were reviewed in five groups. Thus, UCTP met as a committee five times to complete the review of all files, with the final meeting held on April 16, 2008.

Data for the year regarding levels of agreement between UCTP and the Provost for 2007-2008 are as follows:

	<b><u>Promotion</u></b>	<b><u>Tenure</u></b>
Total Number	57	47
Agreement	51 (90%)	43 (91%)
Disagreement	6 (10%)	4 (9%)

**Electronic Review**

In late Fall, 2008, Prof. Sutton held discussions with Provost Becker and Associate Provost Curtis regarding the expected dramatic growth of tenure and promotion submissions in the near future (from 60 to 180 by 2012). As part of these discussions, the Provost agreed to provide support for beta testing of an electronic review process and Prof. Sutton agreed to work with UCTP to perform the preliminary evaluation of the process. It was commented during the discussions that the upcoming One Carolina project offers additional flexibility and interconnectivity that makes an “all-electronic” review process feasible.

Under the direction of Drs. Becker and Curtis, in late 2007 and early 2008, all files submitted for review were scanned, converted into viewable images and uploaded onto a secure server.

Since electronic review of files has not been considered by UCTP previously, Prof. Sutton asked Prof. Paul Huray to Chair the Internal Rules Committee of UCTP (responsible for changes in the operation of the committee) and charged Prof. Huray with a list of specific issues that the Internal Rules Committee (Panel 3) should consider. The issues included;

- Access to the files by UCTP members

- Rules to minimize potential for unauthorized access to confidential information
- Rules regarding download of information onto PCs in offices and on laptops to minimize potential for loss of confidential information
- Beta testing review of the process for real-time improvements

Prof. Huray enlisted several members of Panel 3 (Profs. Richards, Sumner and Dougal) to assist in reviewing file accessibility and recommending improvements. In early January, Prof. Huray and Panel 3 worked with Ms. Karla Pool (UTS) and Ms. Rhonda Filiatreault (Provost office) to implement minor modifications and improve file access and structure for UCTP committee members.

At the request of Profs. Sutton and Huray, an advanced training session for UCTP members was held in Osborne Annex in mid-February by Ms. Pool. In addition, extensive notes were provided by Ms. Pool and distributed to all UCTP members for their use when accessing files remotely.

In early March, 2008, Panel 3 also requested that beta-testing be performed to develop a procedure for electronic balloting. As part of this process, electronic ballots were developed and uploaded to the secure site. UCTP members had the opportunity to download specific ballots, fill out the ballots and then upload the completed ballots to the secure site (after the full panel meeting and discussion was completed). Beta testing of the process confirmed that balloting could be done electronically, though several issues were identified for future improvement in the process.

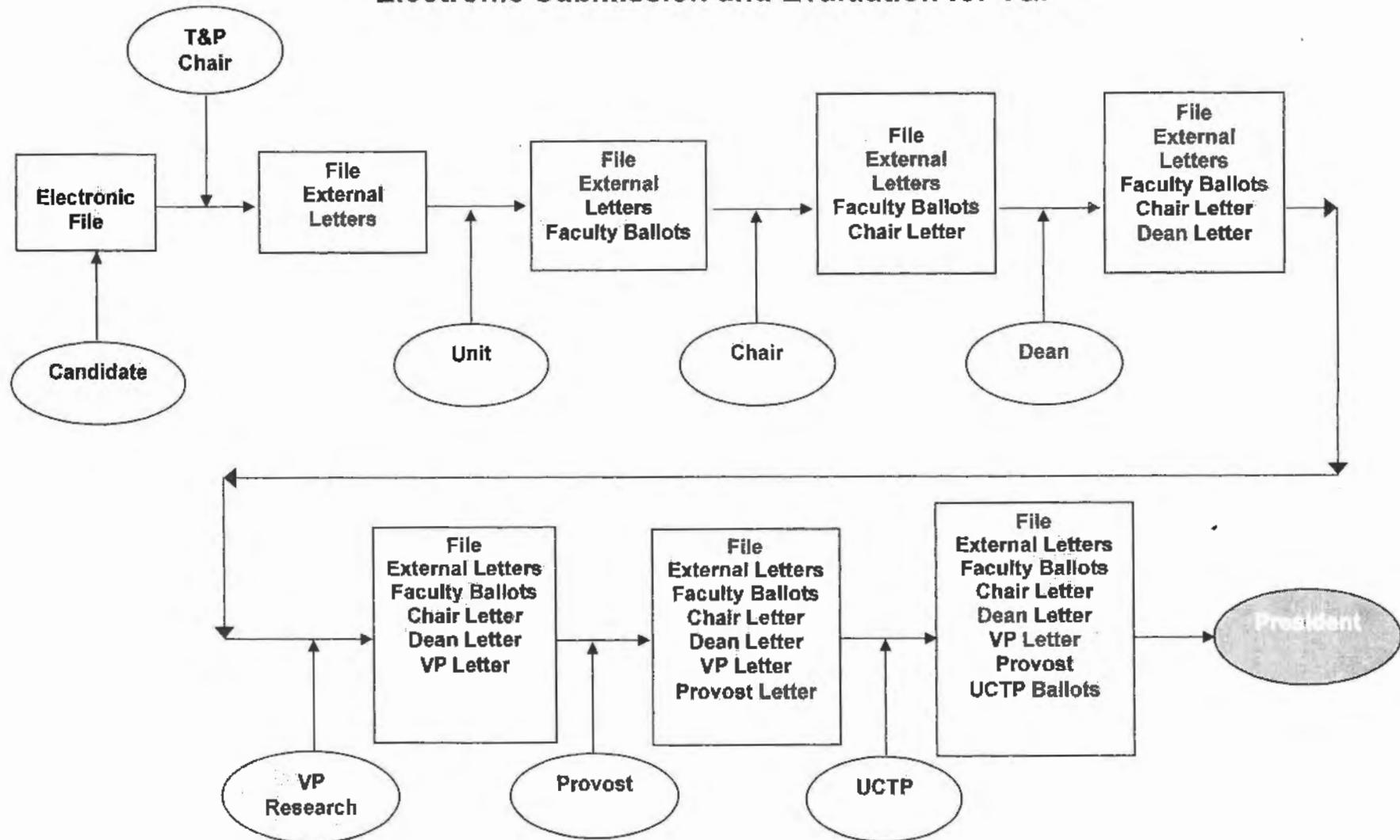
In support of Prof. Huray's effort, Prof. Sutton began reviewing the language in the Goldenrod Manual, with the goal of modifying the Internal Rules to accommodate electronic review of files. After completing the first draft, and incorporating review comments from Profs Chaddock and Richards, a final draft containing the extensive changes required to accommodate electronic review was completed, submitted to the Prof. Huray and approved by UCTP on April 2, 2008; the revised Goldenrod Manual is now being indexed by Ms. Jeanna Luker in the Faculty Senate, with initial printing expected in summer, 2008.

In March, 2008, Prof. Sutton, Asso. Provost Curtis, Eric Patterson (UTS) and Stan Lawrimore (UTS) met to discuss the first step in the "all electronic" review process; completion of a user-friendly, effective electronic Primary T&P file. After the meeting, Prof. Sutton asked Prof. Dougal to provide oversight for the complete re-structuring of the current file format, while enlisting three faculty members to provide beta-testing on the first draft version. In early May, 2008, the first draft was submitted for initial testing and several modifications were requested by Prof. Dougal. The final version is expected to be released in early June, 2008. In its final form, the electronic T&P file will be the primary document for the all-electronic review process.

In late April, 2008, Prof. Sutton, Asso. Provost Curtis, Eric Patterson (UTS) and Stan Lawrimore (UTS) met to review progress on the electronic review and submission

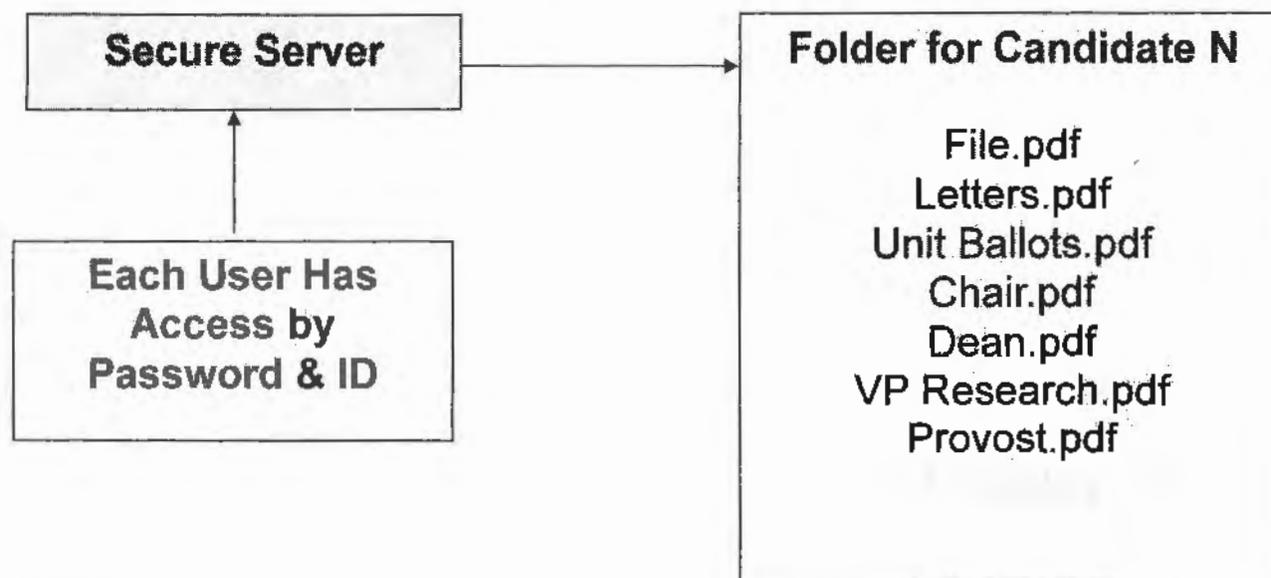
process and develop a preliminary template for a campus-wide, all-electronic T&P submission and review process. After discussion, a preliminary concept was developed and converted into graphical form. The initial concept is attached in the form of two annotated flow charts.

### Preliminary Conceptual Flow Chart Electronic Submission and Evaluation for T&P



Candidate's file should have "tabs" or searchable index for rapid location of specific information. Final submission of upload at each level terminates any further access at that level; click SUBMIT button for example. All uploaded information is either Word or PDF, and Word is converted into a PDF document. Each PDF document is a separate layer of information that can be accessed independently; there will be eight separate PDF documents after UCTP completes upload. Having only PDF documents, and separate ones, makes it easier to search individual components.

## Preliminary Conceptual Structure for Electronic Data and UCTP Access



### UCTP Focused Discussion

Each candidate has several layers of information in PDF files

Letters, Unit Ballots and UCTP Ballots can either be in individual PDF files or combined into a single PDF file. A single file may be simpler to handle....

Prior to uploading their ballot, UCTP members can download all previous information, but it is READ ONLY (not editable). Each layer of data should be Password protected from being READ, with Password for each layer provided to UCTP members in an appropriate manner.

Once a UCTP member uploads a ballot for a candidate, the member can no longer access the information for that candidate.

**Nominations and Elections**

Also in the Spring, the Nominations Sub-Committee met to consider names for potential nominees for the five newly elected positions. After gathering names in this manner, the Chair made phone calls to recruit eight full professors who agreed to be candidates for a three-year term. The election was held in April and the following were elected to serve three-year terms:

- Prof. Scott Price (Music)
- Prof. Shane Thye (Sociology)
- Prof. Sandra Kelly (Psychology)
- Prof. Andrea Korsgaard (Business)
- Prof. Michael Myrick (Chemistry and Biochemistry)

At the final meeting, UCTP unanimously elected Richard Hunt (Medicine, Basis Sciences) to be the Chair of UCTP for the Academic Year 2008-2009.

Since the final meeting of the committee, two members of UCTP have resigned their positions for professional reasons. During the summer, UCTP will solicit nominations to fill the open positions prior to the fall semester, 2008.

**Closing Remarks**

The financial support provided by Prof. Becker and the Office of the Provost was an essential aspect of the electronic review and submission effort. The support and encouragement provided by Prof. Best, Chair of the Faculty Senate, was important to maintain momentum during the year.

Even though the additional effort required by our UCTP members to work with the electronic review process was substantial, especially for all members of Panel 3, the commitment of our colleagues on UCTP to ensure a fair and critical evaluation of various aspects of the electronic review process cannot be overstated. Quite frankly, the success achieved during this year was possible only because all members of UCTP pulled together and expended additional time to evaluate and suggest improvements. As Chair of our UCTP, I am grateful to have colleagues with their dedication.

Respectfully submitted,



Michael A. Sutton, UCTP Chair (Mechanical Engineering)

*for the Committee:*

**Elected members**

- Reginald Bain (Music)
- Rebecca Nagel (Music)
- Virginia Scotchie (Art)
- John Jensen (Geography)
- Venkat Lakshmi (Geological Sciences)
- Lisa Eichhorn (Law)

Phil Lacy (Law)  
Donald Doyle (History)  
Katherine Chaddock (Education)  
Edward Dickey (Education)  
Alice Kasakoff (Anthropology)  
David Sumner (Mathematics)  
Constance Schulz (History)  
Paul Huray (Engineering)  
John Richards (Psychology)

**Appointed Members**

Michael Sutton, Chair (Mechanical Engineering)  
Tom Borg (Medicine)  
Rick Creswick (Physics)  
Richard Hunt (Medicine)  
Karen French (Education)  
Chun-Yau Kwok (International Business)  
Kenneth Whitby (Political Sciences)  
Roger Dougal (Electrical Engineering)  
Andrew Lawson (Public Health)  
*Academic Year 2007-2008*