

**Notifications and Statements of Reasons for Reappointment, Emeritus Status,  
Tenure and Promotion**

**Jacqui Bergman, Vice Provost for Faculty Affairs**

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**Please address questions or comments to [bergmanjz@appstate.edu](mailto:bergmanjz@appstate.edu) or ext.  
2643**

**Summary of Notification requirements related to Reappointment, Emeritus  
Status, Tenure and Promotion**

- Members of the PTC submit vote justification forms to the chair of the PTC within **three** working days of the PTC meeting at which the vote was taken. The PTC chair will then submits vote justification forms to the department chair and the dean at the end of the aforementioned working days. (4.1.8.4).
- The department chair reports the results of the PTC vote to the faculty member with in **three** working days of the vote (4.1.8.11)
- The department chair notifies the dean and the faculty member of the chair's recommendation within **five** working days via letter with an explanation of the reasons for both the chair's and PTC's recommendations (4.1.8.11 & 4.4.7).
- The dean notifies the faculty member of his/her recommendation with reasons for that recommendation at the time when the recommendation and materials are forwarded to the provost and executive vice chancellor (4.4.8)

**Statements of Reasons**

- Statements of reasons is the generic phrase used to encompass vote justification forms from faculty members and letters from chairs and deans, which provide important context and information for the recommendation process.
- In the case of positive recommendations, statements highlight what is most impressive and persuasive about a faculty members credentials and dossier.
- In the case of negative recommendations, statements serve as a notification to the faculty member of the grounds for the adverse recommendation.
- Regardless of a positive or negative recommendation, statements of reasons should be consistent with and supported by the evidence in the faculty member's record of teaching, scholarship and service. Reasons may also include consideration of relevant factors such as collegiality, when collegiality or other attitudinal considerations impede the faculty member's job performance. Reasons for actions should be grounded in comparisons of the candidate's credentials to department, college, university, and University of North Carolina System criteria for tenure and promotion and statements should refer to portions of the relevant evidence and

criteria. Statement of reason should be substantial enough so that a reasonable person familiar with academic processes could understand the basis for the action being taken.

- At all levels, care should be taken to avoid consideration of impermissible reasons. Section 4.4.2 of the faculty handbook defines permissible and impermissible grounds for consideration in reappointment, tenure and promotion cases.
- Evidence or allegations that impermissible grounds have been considered in a case should be immediately reported to the Office of Academic Affairs, Dr. Jacqui Bergman ([bergmanjz@appstate.edu](mailto:bergmanjz@appstate.edu)).
- The faculty member has a right of access to the record of his/her case, including the portions of the PTC minutes concerning the consideration of the faculty member's candidacy for promotion or tenure; the PTC vote justification forms; any letters from external referees solicited by the department; and letters from the chair, dean, provost and chancellor. In fact, the faculty member has the right of access under the State Human Resource Act to any documents that are considered in making employment-related decisions about the faculty member.

### **Relevant sections from the Faculty Handbook**

**4.1.8.4** Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be expected to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure, and promotion, and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

**4.1.8.11** The departmental chair shall notify the faculty member of the results of a departmental PTC vote on reappointment, emeritus status, tenure, or promotion within three working days following the date of the PTC vote, except under extenuating circumstances. Notification to the faculty member of the chair's recommendation to the dean on promotion, tenure, reappointment, or emeritus status should be made in a timely manner as defined by the college or school, not to exceed five working days, except under extenuating circumstances.

**4.4.2** The decision to reappoint, promote or tenure a faculty member may be based on any factor(s) considered relevant to the total institutional interests, but those responsible for making the decision must consider the faculty member's demonstrated professional competence, potential for future contribution, and institutional needs and resources. A decision not to reappoint, promote or tenure may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) unlawful discrimination based upon the faculty member's race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation; or (3) personal malice. For purposes of this section, the term "personal malice" means dislike, animosity, ill will, or hatred based on personal characteristics, traits or circumstances of an individual that are not relevant to valid University decision making. See UNC Policy 101.3.1 II.B. for details.

**4.4.7** The departmental chair shall notify the faculty member of the results of a departmental promotion and tenure committee vote on reappointment, emeritus status, tenure, or promotion within three working days following the date of the promotion and tenure committee vote, except under extenuating circumstances. Notification to the dean and to the faculty member of the chair's recommendation to the dean on promotion, tenure, reappointment, or emeritus status shall be made in a timely manner as defined by the college or school, not to exceed five working days, except under extenuating circumstances. The departmental chair shall give the dean of the particular college/school the results of the promotion and tenure committee vote, written vote justification statements, and the P&T Dossier (4.4.5.1 and 4.4.6) submitted by the faculty member. For reappointment, emeritus status, tenure, and promotion, the chair's letter shall include an explanation of the reason(s) for the chair's and promotion and tenure committee's recommendation as well as the outcome of the promotion and tenure committee's vote. The faculty member shall receive a copy of this letter when the chair forwards the recommendation to the dean.

**4.4.8** The dean of the college/school shall forward his or her recommendation (with reasons for that recommendation) with the dossier to the provost and executive vice chancellor. The faculty member shall get a copy of this letter at the time the dossier is forwarded to the provost and executive vice chancellor.

**4.4.9** If the personnel action involves a reappointment and the provost and executive vice chancellor concurs with the recommendation, a notice of reappointment shall be sent to the faculty member in accordance with section 4.4.13.

**4.4.10** If the personnel action involves a promotion and/or conferral of permanent tenure, rather than reappointment, the provost and executive vice chancellor shall attach her or his recommendation and make all material available to the chancellor.