

**NTID**  
**Administrative Guidelines and**  
**Criteria for Tenure and**  
**Simultaneous Promotion to the**  
**Rank of Associate Professor**

National Technical Institute for the Deaf  
Rochester Institute of Technology

April 2011

## Table of Contents

2		
3	<b>RIT Policy on Tenure .....</b>	<b>4</b>
4	<b>1. Preamble .....</b>	<b>4</b>
5	<b>2. Conditions of Tenure Appointments.....</b>	<b>4</b>
6	<b>a. Appointment.....</b>	<b>4</b>
7	<b>b. Tenure Location.....</b>	<b>6</b>
8	<b>c. Probationary Period .....</b>	<b>6</b>
9	<b>d. Criteria for Granting Tenure .....</b>	<b>8</b>
10	<b>3. Tenure Process .....</b>	<b>12</b>
11	<b>a. Documentation .....</b>	<b>12</b>
12	<b>b. Reviews .....</b>	<b>14</b>
13	<b>c. Tenure Review and Recommendations .....</b>	<b>18</b>
14	<b>d. Granting or Denial of Tenure.....</b>	<b>24</b>
15	<b>Calendar of Action.....</b>	<b>27</b>
16	<b>Appendix A: Third-Year Comprehensive Review .....</b>	<b>29</b>
17	<b>A.1: Department Peer Recommendation Form.....</b>	<b>29</b>
18	<b>A.2: Chairperson Recommendation Form.....</b>	<b>31</b>
19	<b>A.3: Associate Vice President, Academic Affairs Confidential</b>	
20	<b>Recommendation Form.....</b>	<b>33</b>
21	<b>A.4: College Tenure Committee Recommendation.....</b>	<b>35</b>
22	<b>A.5: President/Dean Confidential Recommendation Form.....</b>	<b>38</b>
23	<b>A.6: Guidelines for External Reviewers .....</b>	<b>39</b>
24	<b>A.7: Sample Letter to External Reviewers.....</b>	<b>40</b>
25	<b>Appendix B: Tenure Review.....</b>	<b>41</b>
26	<b>B.1: Department Peer Recommendation Form .....</b>	<b>41</b>
27	<b>B.2: Chairperson Recommendation Form .....</b>	<b>43</b>
28	<b>B.3: Associate Vice President, Academic Affairs Confidential</b>	
29	<b>Recommendation Form.....</b>	<b>45</b>

30	<b>B.4: College Tenure Committee Recommendation .....</b>	<b>47</b>
31	<b>B.5: President/Dean Confidential Recommendation Form.....</b>	<b>50</b>
32	<b>B.6: Guidelines for External Reviewers .....</b>	<b>51</b>
33	<b>B.7: Sample Letter to External Reviewers .....</b>	<b>52</b>
34	<b>Appendix C: Access to Documentation.....</b>	<b>53</b>
35	<b>Appendix D: Committee Election Procedures .....</b>	<b>54</b>
36	<b>Appendix E: Interpreting Sign Language Proficiency Interview Rating</b>	
37	<b>Scale (SLPI) .....</b>	<b>58</b>
38	<b>Appendix F: RIT Institute Policy on Scholarship .....</b>	<b>59</b>
39	<b>Appendix G: Definition of Creative Work .....</b>	<b>61</b>
40	<b>Appendix H: RIT Institute Policy on Service .....</b>	<b>62</b>
41		
42		

43 **NTID Administrative Guidelines and Criteria for Tenure and**  
44 **Simultaneous Promotion to Associate Professor**

45  
46 Based on the relevant RIT Policy (E5.0 of the Institute Policies and Procedures Manual), this  
47 document contains the NTID Administrative Guidelines and Criteria for Tenure and  
48 simultaneous promotion to Associate Professor. Where the document cites continuous  
49 sections from E.5.0, the text appears in bold italic typeface. The policies and procedures  
50 specific to NTID appear in ordinary typeface.

51  
52 ***RIT POLICY ON TENURE***

53 ***SECTION 1. Preamble***

54  
55 ***In the academic profession, tenure confers the right of self-direction for faculty***  
56 ***members to teach, research, and pursue studies without concern for the stability of***  
57 ***their position. Professors on a tenure-track should be guided in those activities by a***  
58 ***written Statement of Expectations developed in consultation with the dean (or***  
59 ***equivalent) and the department chair (or equivalent). The signed Statement of***  
60 ***Expectations document included in the letter of offer is tailored for each individual***  
61 ***faculty member to ensure that tenure expectations are understood by each party and***  
62 ***clearly states that the expectations and norms for tenure and promotion can evolve.***  
63 ***This Statement of Expectations serves as the basis to evaluate the faculty***  
64 ***member’s tenure eligibility.***

65  
66 ***The RIT tenure policy seeks to cultivate faculty who demonstrate excellence in***  
67 ***instructional skills and scholarship competencies as well as effective participation in***  
68 ***the University’s academic and cultural life. The right to tenure is earned through the***  
69 ***demonstration of high standards in those areas and concern for students’ personal***  
70 ***worth and advancement. Tenure-track faculty should recognize a unique***  
71 ***responsibility to maintain quality performance as guided by their Statement of***  
72 ***Expectations. The judgment of colleagues will be considered primary in the assurance***  
73 ***that those who achieve tenure are of proven distinction.***

74  
75 ***Tenured faculty must continue to grow and develop professionally. The department***  
76 ***chair (or equivalent) and other administrators share responsibility to nurture and***  
77 ***support tenure-track faculty and other colleagues.***

78  
79 ***Tenure decisions should be based upon the criteria and documentation outlined in the***  
80 ***following policy. Throughout this policy, the category of ‘college’ will include the***  
81 ***eight colleges of RIT as well as campus-wide institutes.***

88 DETERMINATION OF FACULTY STATUS

89 A faculty member engages in instruction or has a primary responsibility for, or direct  
90 supervision of one or more of the following activities:

- 91 1. instruction
- 92 2. research
- 93 3. academic support services

94  
95 **SECTION 2. Conditions of Tenure Appointments**

96  
97 **a. Appointment**

98  
99 **(1) Appointment to the RIT faculty shall be consummated through explicit**  
100 **agreements stating specific criteria for being awarded tenure. This agreement is**  
101 **made between the dean (or equivalent) of the college, with input from the**  
102 **department chair (or equivalent) into which the candidate is being hired, and**  
103 **with the approval of the provost. Such agreements shall be final and binding only**  
104 **when confirmed by a signed, written contract issued by the Human Resources**  
105 **Department and signed by the appointee, dean (or equivalent) and provost. The**  
106 **contract shall clearly state whether the candidate is or is not to be granted a**  
107 **tenure-track appointment, and, in the case of a joint appointment, in which**  
108 **colleges the appointments shall reside.**

109  
110 **(2) Statement of Expectations: When an appointment is to a tenure-track position,**  
111 **relevant university and college tenure policies shall be provided and a separate**  
112 **written Statement of Expectations for the achievement of tenure by the particular**  
113 **faculty member shall be agreed upon and signed by the dean (or equivalent) and**  
114 **the faculty member. This Statement of Expectations may be changed with the**  
115 **mutual consent of both parties. Such statements will be governed by university**  
116 **and college criteria. If the norms for tenure change during a tenure-track faculty**  
117 **member's probationary period, the faculty member affected by the change will**  
118 **have reasonable opportunity to satisfy the new norms if he or she so desires. To**  
119 **ensure a reasonable opportunity to satisfy the new norms, after the Third Year**  
120 **Comprehensive Review, the Statement of Expectations cannot be changed unless**  
121 **initiated by the candidate. All revised Statements of Expectations must be agreed**  
122 **upon and signed by the dean (or equivalent) and the faculty member. All**  
123 **Statements of Expectations and revised Statements of Expectations will be**  
124 **governed by university and college criteria.**

125  
126 **(3) This individual Statement of Expectations, along with all subsequent statements**  
127 **related to the conditions of the faculty member's employment, prospects for**  
128 **tenure, and evidence bearing on the faculty member's performance, shall be kept**  
129 **on file in the office of the dean (or equivalent) and in accordance with C22.0**  
130 **Records Management Policy.**

132 (4) *Written notice of non-reappointment or of intention not to recommend*  
133 *reappointment, except in situations of financial exigency or program*  
134 *discontinuance, shall be given by the dean (or equivalent) as follows:*  
135

136 (a) *Not later than 1 March of the first academic year of service on the tenure-*  
137 *track (regardless of when the first contract commences).*  
138

139 (b) *Not later than 15 November of the second academic year of service on the*  
140 *tenure-track.*  
141

142 (c) *After two or more years of tenure-track service, notice of intent not to*  
143 *reappoint must be given by 30 June of the current contract; in which case the*  
144 *tenure-track faculty member will receive a terminal contract for one additional*  
145 *academic year.*  
146

147 **b. Tenure Location**  
148

149 (1) *A faculty member shall be granted tenure in one of the colleges or institutes of*  
150 *the University.*  
151

152 (2) *In the case of a tenured faculty member changing from a single to a joint*  
153 *appointment or of a tenured faculty member who moves from one college to*  
154 *another, the location(s) and status of the faculty member's tenure should be*  
155 *established by following in general the provisions of section E.21 – Policy on*  
156 *Assignment and Transfer of Tenure-Track Faculty at the time of the appointment*  
157 *or change of appointment. A written agreement shall specify the tenure location*  
158 *and status of the faculty member's tenure.*  
159

160 **c. Probationary Period**  
161

162 (1) *The probationary period before granting of tenure shall be seven contract years*  
163 *for a faculty member who has had no teaching experience before appointment to*  
164 *the University faculty. The tenure consideration and evaluation shall be made in*  
165 *the sixth year.*  
166

167 (2) *For each year of equivalent teaching experience, the probationary period may*  
168 *be reduced by one year, but the minimum probationary period shall be four years*  
169 *except by action of the provost in very unusual circumstances. In these very*  
170 *unusual circumstances a recommendation from the dean (or equivalent) to the*  
171 *provost will be developed following in general the provisions of section 2.c.4 of*  
172 *this policy. Equivalent teaching experience normally shall be full-time teaching at*  
173 *the rank of instructor or above in a regionally accredited institution of higher*  
174 *learning or full-time teaching in a non tenure-track position at RIT.*  
175

176 (3) *Credit may also be given for scholarship, research or for developmental*  
177 *activities in fields related to the subject matter field in which the candidate is*

178 *expected to teach. The equivalency of previous teaching or other professional*  
179 *experience shall be evaluated by the dean (or equivalent) and approved by the*  
180 *provost.*

181  
182 *(4) Faculty members who have received the maximum credit of three years'*  
183 *equivalent teaching experience may, before the time of their consideration for*  
184 *tenure and with the agreement of the dean (or equivalent), reduce their initial*  
185 *equivalency credit if they desire a longer probationary period.*

186  
187 *(5) Suspension of the tenure clock may occur under special conditions agreed upon*  
188 *by the candidate, the department head (or the equivalent), the dean (or the*  
189 *equivalent), and the provost. A candidate may request that a previously granted*  
190 *suspension be retracted in favor of the original tenure schedule. The request*  
191 *must be made by 1 January of the academic year preceding tenure consideration.*

192  
193 *a. An extension of the tenure probationary period will be given to tenure-track*  
194 *faculty who apply for and are granted an approved leave of absence as*  
195 *defined in E17.0, E33.0, and E34.0.*

196  
197 *b. A similar extension may be provided for tenure-track faculty who move to a*  
198 *non tenure-track research faculty position as described in E6.0.*

199  
200 *c. In rare circumstances, tenure-track faculty may request an extension of the*  
201 *probationary period for extenuating circumstances agreed to by the*  
202 *candidate's department chair (or equivalent), dean (or equivalent) and*  
203 *provost. This request for extension shall be submitted in writing and*  
204 *accompanied by a detailed work plan to the department chair (or equivalent).*  
205 *If the department chair (or equivalent) approves, the request and the*  
206 *department chair's (or equivalent) recommendation will be forwarded to the*  
207 *dean (or equivalent). The dean (or equivalent) will forward his or her*  
208 *recommendation accompanied by the original request and department chair's*  
209 *(or equivalent) recommendation to the provost for approval. If the dean (or*  
210 *equivalent) and the provost both approve, the faculty member will be notified*  
211 *of the extension and the projected tenure review date.*

212  
213 *d. Criteria for Granting Tenure*

214  
215 *(1) The criteria used for granting tenure, including specific qualities sought and*  
216 *achievements are defined in each college's published tenure policies.*

217 *(2) In the Statement of Expectations, a dean (or equivalent), department chair (or*  
218 *equivalent) and a tenure track faculty member might choose to weight items for*  
219 *subsequent annual Plans of Work. Each year, tenure track faculty should reflect*  
220 *on the past year's teaching, scholarship and service. In a written assessment, they*  
221 *should show how those activities met goals in the previous Plan of Work.*

222 *The basic consideration in initial appointments and salary adjustments, promotion*  
223 *and tenure is the extent to which the Statement of Expectations is accomplished.*

224 *(3) Scholarship forms the foundation of a faculty member's career activities. Its*  
225 *elements will tend to be activities centered on new developments, publication, peer-*  
226 *review, and dissemination. Each administrative unit may define specific standards*  
227 *or qualities related to pedagogy, scholarship and research yet the overall goal of*  
228 *these activities should focus on the way the scholarship can hold the greatest*  
229 *benefit for the students.*

230 *(4) The view that teaching is the foremost activity of the RIT faculty is deeply*  
231 *rooted in the University's traditions. Teaching will continue to be a hallmark of*  
232 *RIT; however, attention to other related responsibilities is also critical; e.g. a focus*  
233 *on scholarship and research.*

234 *(5) An effective teacher, among other things, communicates special knowledge*  
235 *and expertise with sensitivity towards students' needs and abilities. This entails*  
236 *selection and use of appropriate instructional methods and materials and*  
237 *providing fair, useful and timely evaluation of the quality of the learner's work.*

238 *(6) Evaluation of teaching must include a conscientious effort to obtain and*  
239 *consider information that relates directly to teaching and learning and makes*  
240 *effective classroom performance possible. This includes the review of student and*  
241 *peer evaluations.*

242 *(7) The University endorses the view that selective attainments in the areas*  
243 *outlined below undergird good teaching.*

244 The following criteria will be used in assessing a faculty member's tenurability:

245  
246

*(a) Academic and Professional Qualifications*

247 *These achievements refer to past and present professional and career*  
248 *experiences, professional recognition in the form of licenses, honors, degree*  
249 *attainment, and sustained effort directed toward professional and career*  
250 *updates.*

251 The major criterion for awarding tenure is demonstrated excellence in the primary  
252 area(s) of professional responsibility. The component parts of the candidate's  
253 primary professional responsibility, and the related weight awarded to each of  
254 them, are to be determined by the candidate's Statement(s) of Expectations and  
255 annual expectations.

256  
257  
258

The following list describes the components that may be included within a  
candidate's primary professional responsibility. The first two, currency and

259 effective communication, are expectations of all candidates. Candidates are not  
260 responsible for all the activities which follow these two, but only those which are  
261 directly related to the primary area of professional responsibility and annual  
262 expected outcomes. Peer evaluations, evaluations by former and current students,  
263 and administrative evaluations during previous years in the tenure-track position  
264 will be used to evaluate the candidate's qualifications.

- 265
- 266 (a) Currency of specialized knowledge or competence through demonstrated  
267 attainment and maintenance of current knowledge in the candidate's field.  
268 This knowledge may be demonstrated through leading seminars; research and  
269 publication in the field; participation as a program leader in professional  
270 meetings; creative endeavor and exhibition in the arts; course revisions  
271 reviewed by colleagues and the responsible administrator(s); and systematic  
272 peer evaluation.
- 273
- 274 (b) Effective communication with people who are deaf and people who are  
275 hearing in all modalities and sensitivity to deaf cultural issues in order to  
276 foster full and equal participation by all members of the NTID community.

#### 277

#### 278 AMERICAN SIGN LANGUAGE

279 The Institute expectation for NTID faculty is that they will strive for, achieve,  
280 and maintain the ability to communicate in American Sign Language (ASL) at  
281 a level of vocabulary, grammatical accuracy, comprehension, and fluency that  
282 allows effective participation in communication situations applicable to work  
283 and social topics. In consideration of the needs of the academic and social  
284 environment of NTID, the target goal as established in the Communication  
285 Task Force Recommendations and approved by faculty (February 1991) for  
286 all faculty is an ADVANCED level of knowledge and abilities. By tenure  
287 review time, however, achievement of an INTERMEDIATE PLUS level is  
288 acceptable in cases where the candidate can clearly show strong evidence of  
289 progress and sustained effort toward an advanced rating. Such evidence may  
290 include SRS ratings related to communication skills; ongoing participation in  
291 sign communication development activities such as ASL classes, individual  
292 tutoring, and videotaping of classroom performance; involvement with student  
293 clubs and other extra-curricular student activities; and interactions with the  
294 deaf community on and off campus. Candidates should refer to Appendix E  
295 for detail and clarification related to sign language achievement and Sign  
296 Language Proficiency Interview (SLPI) ratings. The tenure documentation  
297 must include the candidate's SLPI rating.

#### 298

#### 299 SPOKEN COMMUNICATION

300 The Institute also expects NTID faculty to strive for, achieve, and maintain the  
301 ability to use spoken communication strategies and techniques. Spoken  
302 communication is considered to be speech, with or without voice, used  
303 expressively and/or receptively, alone or to complement a message  
304 communicated with signs. Although no skill level is specified, faculty are

305 expected to participate in learning activities whereby they develop a  
306 knowledge of specific spoken communication strategies and classroom  
307 techniques and their applicability in communication situations. Tenure  
308 documentation must include documentation of learning activities related to  
309 spoken communication.

310  
311 Competency in sign and spoken communication should be demonstrated by  
312 substantial evidence obtained through documentation of satisfactory  
313 completion of courses and seminars related to sign language, spoken  
314 communication, cultural aspects, sensitivity, history or similar topics;  
315 description of progress in courses and seminar (prepared by instructors and/or  
316 the individual); evidence of on-going participation in activities involving  
317 people who are deaf and other activities as determined by the individual faculty  
318 member. In addition, it is expected that competency will be substantiated  
319 through documentation such as observations by individuals qualified to assess  
320 sign language and spoken communication strategies; student evaluation  
321 feedback; certification from RID, NAD or other certification related to  
322 American Sign Language or spoken communication strategies and techniques.

323  
324 Faculty expectations for both sign and spoken components relate only to the  
325 acquisition of communication knowledge and abilities; there are no  
326 requirements for what communication mode(s) a faculty member must use in  
327 any given professional circumstance. For a full description of communication  
328 expectations and documentation, please refer to Communication Task Force  
329 Report, November 1990, pp. 17-22.

330  
331 (c) Evidence of interaction with other departments, schools, divisions or other  
332 colleges of RIT to achieve the shared mission of educating deaf people.

333  
334 (d) Instructional performance as measured by annual performance appraisals;  
335 systematically administered written student evaluations; and, testimony of  
336 colleagues having relevant recognized expertise and first hand knowledge of  
337 the individual's performance.

338  
339 (e) Instructional development demonstrating initiative beyond a maintenance  
340 level in such areas as curriculum, teaching methodology, instructional  
341 materials, and laboratory facilities. In addition, the faculty member should  
342 demonstrate ability to develop effective approaches to instruction and the  
343 learning process as well as effective educational activities that transcend  
344 traditional classroom instruction.

345  
346 (f) Advising of students relative to their academic pursuit of a major, electives  
347 that will supplement their work in the major, future trends in the field pursued  
348 by the student that will assist them in being the best prepared and marketable  
349 upon graduation, overall NTID resources available to support their efforts, of  
350 general guidance to students in pursuing a college degree.

351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364

(g) Academic administration of faculty and programs through demonstrated attainment and maintenance of curriculum or programs as evaluated by colleagues, the responsible administrator and other outside accrediting groups or agencies

(h) Academic support service provision related to supporting students mainstreamed into other RIT colleges.

(i) Research into the occupational and the employment related aspects of deafness, communication assessment and instruction, and education and cognition.

**(b) *Scholarship (see E4.0)***

365  
366  
367  
368  
369

***These (achievements) include research and creative activity in a professional specialty, writing and publication in a specialized area, development of new courses and curricula, modification of existing courses or programs and investigation of alternative learning strategies. All scholarship to be considered for both tenure and promotion must be peer reviewed and disseminated.***

370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382

Tenure-track faculty are required to demonstrate excellence in the pursuit of scholarship and professional activities beyond the primary professional assignment and in accordance with both the RIT definition of scholarship<sup>1</sup> and the individual candidate's annual expectations. The expectation is that scholarship will be peer-reviewed and disseminated. Scholarship which has been disseminated but not yet reviewed by peers external to the Institute may be submitted as part of the candidate's documentation, but will not carry equal weight. Scholarly activities should have some relevance to the primary area of professional responsibility. Materials stemming from these activities may be produced in traditional, digital or other electronic formats. For the purpose of tenure consideration, the major elements of endeavor related to scholarship and professional activities may include one or more of the following:

383  
384  
385

(a) primary or joint authorship of articles in professional journals, books, book chapters or other peer-reviewed publications.

386  
387  
388  
389

(b) creation of work<sup>2</sup> shown in international, national, state, or regional galleries, museums and public display areas and/or demonstration of participation in other related artistic endeavors at this level.

---

<sup>1</sup> See Appendix F for the RIT definition of scholarship.

<sup>2</sup> See Appendix G for guidance on the definition of "creative work."

- 390 (c) leadership in training programs, seminars, symposia, short courses, or  
391 workshops at state or national professional meetings or at comparable educational  
392 institutions.
- 393
- 394 (d) development and external dissemination and implementation of curriculum or  
395 program design.
- 396
- 397 (e) presentation of papers, workshops and other training activities at state,  
398 national or international professional society meetings.
- 399
- 400 (f) primary or joint authorship, direction, design, or performance in theatre  
401 production.
- 402
- 403 (g) receipt or award of grants to support scholarship.
- 404
- 405 ***(c) Service (see E4.0)***

406 ***These (achievements) include working with students and colleagues outside the***  
407 ***classroom such as might be found in college and university committee work,***  
408 ***student advising and student activities as well as linking the professional skills***  
409 ***of members of the faculty to the world beyond the campus.***

410 Following the RIT definition of service<sup>3</sup>, the tenure candidate should have made  
411 meritorious contributions to the College or Institute at large in one or more of the  
412 following ways:

- 413
- 414 (a) leadership on College or Institute committees.
- 415
- 416 (b) contributions towards student recruitment, retention, and placement.
- 417
- 418 (c) services that support and enhance the campus community through  
419 complementary education, student organizations, and special programs and  
420 events.
- 421
- 422 (d) service to the community that advances public confidence in NTID as a  
423 college and RIT as an institute of higher education.
- 424
- 425 (e) service to community agencies and organizations that advance special NTID  
426 and RIT interests.
- 427
- 428 (f) service to the profession through participation in state, national or  
429 international societies, committees, or organizations
- 430

---

<sup>3</sup> See Appendix H for the RIT definition of service.

431 (g) other community service in the public interest.  
432

433 *No faculty member has to be deeply engaged in all of the foregoing activities at any one*  
434 *time. Rather, specific forms of endeavor should be planned and agreed upon with the*  
435 *appropriate college authorities to the end that full opportunity is provided for*  
436 *individual development and enhancement of the teaching function.*

437 *Each college shall develop, approve, and publish its own additional specific tenure*  
438 *criteria, as well as acceptable forms of evidence and documentation based on the*  
439 *previous general criteria and on section 2 of this policy. College criteria for tenure and*  
440 *for acceptable forms of evidence and documentation shall be no less than, and must be*  
441 *consistent with, sections 2 and 3 of this policy, and those criteria listed in Policy E.4.0.*  
442

### 443 **SECTION 3. The Tenure Process** 444

445 *The administration of the tenure granting process shall be consistent with university*  
446 *policy and under the direction of the provost.*

#### 447 **a. Documentation**

448 (1) *All tenure recommendations shall be supported by responsible available*  
449 *documentation. This should include all agreements relating to the faculty*  
450 *member's conditions of employment; Statement of Expectations (original and any*  
451 *modifications) and requirements with respect to tenure; annual reviews as well as*  
452 *appropriate and reliable documentation related to the faculty member's teaching*  
453 *performance, academic and professional qualifications, scholarship, and service;*  
454 *and such other matters as the faculty and the administration of a given college*  
455 *shall deem appropriate. Review committees and recommending administrators*  
456 *shall use this documentation at the appropriate and necessary points in the tenure*  
457 *process.*

458 (2) *The documentation for each faculty member with a tenure track appointment*  
459 *shall be maintained in the office of that faculty member's college and access to it*  
460 *shall be governed by the University's policy on "Access to Official Professional*  
461 *Staff Files" (E31.0).*

462 (3) *In order to assure that recommendations are completely candid and accurate, all*  
463 *recommendations for or against the awarding of tenure made by the tenure*  
464 *committee and administrators shall remain confidential and not become a part of*  
465 *a candidate's documentation. The content of all letters of review or assessment*  
466 *from the chair (or equivalent), dean (or equivalent), committee and provost, shall*  
467 *be made accessible to the candidate at the end of the process, should the*  
468 *candidate request this documentation.*

469 Upon notification by the President/Dean that a faculty member will be reviewed  
470 for tenure, the candidate prepares a tenure portfolio containing all information he

471 or she feels will assist reviewers in judging his or her potential for being granted  
472 tenure. (Two copies of the portfolio should be submitted to the candidate's  
473 chairperson.) The following information must be contained in a tenure portfolio:

474

475 Section One: the candidate's original letter of hire and Statement of Expectations  
476 (original and any modifications).

477

478 Section Two: a current curriculum vitae, including a summary of scholarship  
479 undertaken by the faculty member since initial tenure-track employment at NTID.  
480 This summary should include a listing of awards and certificates, a bibliography  
481 of publications, presentations and/or creative/artistic endeavors, as well as a  
482 listing of scholarly work in press, or under review.

483

484 Section Three: a written statement which should summarize the candidate's  
485 philosophy, goals, and accomplishments, and address his or her performance  
486 relative to each of the three major criteria for tenure. The summary should be  
487 written in such a way that it can be readily understood by someone not in the  
488 candidate's field. Electronically available files of supporting evidence,  
489 publications, or creative works may be referenced as needed. The written  
490 statement should be limited to eight pages for the Third-Year Comprehensive  
491 Review and to twenty pages for the Tenure Review.

492

493 Section Four: a list of references (e.g. colleagues, alumni or other professionals)  
494 who can comment on the candidate's accomplishments as they relate to the three  
495 major criteria.

496

497 In addition, the candidate may include any material in his or her tenure portfolio  
498 that he or she feels would advance his or her opportunity to be awarded tenure.  
499 Such additional material should appear in a separate binder. The material should  
500 support and provide evidence of the statements made and the accomplishments  
501 cited in the candidate's vitae and written statement.

502

## 503 ***b. Reviews***

### 504 **(1) Annual Reviews**

505

506 *Although the committees are not bound by any tenure implication contained in*  
507 *annual reviews, such reviews made during a candidate's probationary period are*  
508 *an important measure of a candidate's progress toward tenure. These reviews are*  
509 *furnished in writing to the candidate by the dean (or equivalent) or other*  
510 *administrator of the college. The annual reviews will be supported by responsible*  
511 *available documentation and must include student and faculty evaluations as well*  
512 *as accounts of professional development and creative or scholarly production. If*  
513 *the college has special areas of competence to be emphasized or if there is any*

514 *change in the original Statement of Expectations with respect to tenure,*  
515 *candidates should be clearly informed of this.*

516  
517 *The reviews will conclude with a statement indicating whether current*  
518 *performance would normally lead to a recommendation for tenure.*  
519

520 The expected outcomes, and the annual evaluations of progress towards those  
521 expected outcomes for each of the years in the probationary period are retained in  
522 the President/Dean's office (upon request, this information will be provided to the  
523 candidate's chairperson and/or Associate Vice President for Academic Affairs for  
524 review) and added to the candidate's portfolio upon submission of documentation  
525 to the President/Dean.  
526

527 ***(2) Third Year Comprehensive Review***

528 *(These provisions when approved will apply only to faculty who enter the tenure*  
529 *track in fall 2009 and after.)*

530 *Although the third year review committees are not bound by any tenure*  
531 *implication contained in annual reviews, such reviews made during a candidate's*  
532 *probationary period are an important measure of a candidate's progress toward*  
533 *tenure. As part of the tenure process, tenure-track faculty members will undergo*  
534 *a comprehensive review process during the third year of their seven-year*  
535 *probationary period. Tenure-track faculty who have been given credit towards*  
536 *tenure may choose to undergo the comprehensive review process when they have*  
537 *been at RIT at least one full year and have at least three years remaining in their*  
538 *probationary period.*

539 *The purpose of this review is to provide preliminary feedback to the candidate*  
540 *midway through his or her probationary period. The review will cover all*  
541 *performance in all the areas required for tenure and will be conducted by the*  
542 *college tenure committee or by another equivalent committee established by the*  
543 *college. The exact model for an equivalent committee must be developed and*  
544 *approved by the college faculty and dean (or equivalent).*

545 *Tenure candidates will provide materials and other documentation to the*  
546 *committee as specified in the college's tenure guidelines. Each college will*  
547 *establish its own dates for receiving materials from tenure candidates and*  
548 *communicating with them, or the committee can choose to follow the dates used*  
549 *by the University for the tenure review process.*

550 *The college's tenure committee shall seek a minimum of two external peer*  
551 *reviewers in the candidate's field of scholarship who, according to criteria*  
552 *established by the college, shall evaluate the candidate's scholarship in their*  
553 *respective field. In its review of the faculty documentation, the committee will*  
554 *prepare a letter that discusses its analysis of the candidate's strengths and*

555 *weaknesses and states whether current performance would normally lead to a*  
556 *recommendation for tenure under current guidelines. The dean (or equivalent)*  
557 *will forward the committee's letter and the candidate's documentation, including*  
558 *external letters, along with a separate dean's (or equivalent) recommendation*  
559 *letter to the provost. After review, the provost's comments on the candidate's*  
560 *progress toward tenure will be sent in a letter to the dean (or equivalent). The*  
561 *dean (or equivalent) and the candidate's department chair (or equivalent) will*  
562 *discuss the content of the letter with the candidate.*

563 *The letters from the third year review process must be included in the tenure*  
564 *documentation at the end of the pre-tenure period when the candidate is*  
565 *considered for tenure. Like annual reviews, the third year comprehensive review*  
566 *is an important measure of a candidate's progress toward tenure. However, a*  
567 *favorable third year comprehensive review does not imply that tenure will*  
568 *eventually be granted; nor does an unfavorable review imply that tenure will not*  
569 *be granted.*

570 *The content of all letters of review or assessment from the chair (or equivalent),*  
571 *dean (or equivalent), committee and provost shall be made accessible to the*  
572 *candidate at the end of the process.*

573 The Third-Year Comprehensive Review of tenure-track faculty will be conducted  
574 by the NTID Tenure Committee at the beginning of a candidate's third year in a  
575 tenure-track position. (Where faculty have been given credit towards tenure, the  
576 above-cited RIT policy will apply.)  
577

578 The review will include documentation submitted by the candidate and a series of  
579 evaluations of the candidate's progress to date toward achievement of the kind of  
580 performance that would normally lead to a recommendation for tenure.  
581

582 Review of the Candidate's Documentation

- 583
- 584 • External peer review
- 585

586 A critical component of the Third-Year Comprehensive Review is the  
587 participation of a minimum of two peer reviewers external to RIT who will  
588 evaluate the candidate's scholarship. Peer reviewers will normally, but not  
589 necessarily, come from an academic setting.  
590

591 By May 30 of his or her second year, the candidate for Third-Year  
592 Comprehensive Review submits a list of three names of potential peer reviewers,  
593 in order of preference, to the chairperson of the Tenure Committee. At the same  
594 time, the candidate's chairperson submits a list of three additional names, again in  
595 order of preference, to the chairperson of the Tenure Committee. The two lists  
596 may include co-authors and/or dissertation advisors. In addition, the candidate  
597 may specify a list of three individuals whom he or she wants to be excluded from

598 consideration as potential reviewers. Beginning at the top of each list, the  
599 chairperson of the Tenure Committee immediately communicates with the  
600 individuals named to ascertain their willingness to serve as reviewers, until one  
601 person from each list has agreed to conduct the review. In the event that this  
602 process fails to secure two reviewers, the chairperson of the Tenure Committee  
603 seeks additional names, equally, from the candidate and the candidate's  
604 chairperson. Upon confirmation that a reviewer has accepted the invitation, the  
605 Committee chairperson sends a copy of the Guidelines for External Reviewers<sup>4</sup>  
606 together with a request<sup>5</sup> to the reviewer to submit the review to the Office of the  
607 President/Dean by September 30. (The Tenure Committee chairperson must  
608 carefully document all steps to secure external review letters. In the event that the  
609 requisite number of external letters is not forthcoming, the candidate will not be  
610 penalized.)

- 611
- 612 • Department peer review

613  
614 The candidate's chairperson makes the candidate's documentation available to the  
615 tenured and tenure-track faculty of the department, who submit their individual  
616 comments concerning the candidate's performance relative to each of the three  
617 major criteria for tenure to the Office of the President/Dean on the Peer  
618 Recommendation Form (Appendix A.1) by September 30.

- 619
- 620 • Chairperson review

621  
622 The candidate's chairperson prepares a summary of the candidate's performance  
623 to date relative to each of the three major criteria for tenure (Appendix A.2). The  
624 review is submitted to the Office of the President/Dean by September 15.

- 625
- 626 • Associate Vice President for Academic Affairs confidential review

627  
628 Using the form provided in Appendix A.3, the Associate Vice President for  
629 Academic Affairs prepares a confidential summary of the candidate's  
630 performance to date relative to each of the three major criteria for tenure. The  
631 review is submitted to the Office of the President/Dean by September 23.

- 632
- 633 • President/Dean review

634  
635 After reviewing the candidate's documentation, the chairperson's review, and the  
636 confidential review of the Associate Vice President for Academic Affairs, the  
637 President/Dean prepares his or her own letter of recommendation by October 16.

638

---

<sup>4</sup> See Appendix A.6: Third Year Comprehensive Review: Guidelines for External Reviewers.

<sup>5</sup> See Appendix A.7: Third Year Comprehensive Review: Sample Letter to External Reviewers

639  
640  
641  
642  
643  
644  
645  
646  
647  
648  
649  
650  
651  
652  
653  
654  
655  
656  
657  
658  
659  
660  
661  
662  
663  
664  
665  
666  
667  
668  
669  
670  
671  
672  
673  
674  
675  
676  
677  
678

- Tenure Committee review

On October 17, the President/Dean submits the following to the Tenure Committee: the candidate’s documentation, the external peer review letters, the recommendations of the candidate’s department peers, the candidate’s chairperson’s summary, the President/Dean’s recommendation, and copies of the candidate’s annual appraisals.

After it has completed its review of the candidate’s documentation, the Committee develops introductory questions and schedules an interview with the candidate. The questions are given to the candidate at least three days prior to the interview. The purpose of the interview is to provide an opportunity for the Committee to discuss with the candidate his or her performance relative to each of the three major criteria for tenure. (It is important to note that the interview is not limited to the prepared questions.)

The Committee conducts at least one post-interview meeting during which it develops a report reflecting its judgment as to the candidate’s progress towards tenure. The report, which is written by the Committee chairperson using the form provided in Appendix A.4, identifies the strengths and weaknesses in the candidate’s performance to date and offers an opinion as to whether he or she is making satisfactory progress towards tenure. It is signed by each Committee member and delivered to the Office of the President/Dean by February 1.

- President/Dean confidential review

After reviewing all the documentation, the President/Dean prepares his or her own letter of recommendation (Appendix A.5). This recommendation, together with all associated documentation pertaining to the candidate, is forwarded to the provost by February 8.

- Provost review

Having reviewed all the documentation, the provost prepares a letter summarizing his or her evaluation of the candidate’s performance to date. The letter is forwarded to the President/Dean, who meets with the candidate and the candidate’s chairperson to review it. Subsequent to this meeting, the separate recommendations of the Tenure Committee, the candidate’s chairperson, the president/dean and the provost are all made available to the candidate.

***c. Tenure Review and Recommendations***

***(1) If an assistant professor is being evaluated for tenure, he/she must be simultaneously evaluated for promotion to rank of associate professor. Each college or academic unit will have a procedure to ensure that it recommends to the provost either approval or denial of both tenure and promotion.***

683 *(2) The tenure candidate's departmental chair (or equivalent) shall submit a*  
684 *written recommendation to the dean (or equivalent) by 15 September based on the*  
685 *candidate's documentation as well as university and college tenure criteria.*

686 *The candidate's department chair (or equivalent) assesses the candidate's*  
687 *performance during the probationary period. In addition, letters from tenured*  
688 *department members that contain comments that can be substantiated and*  
689 *supported with documentation can be sought. Letters and other documentation*  
690 *from the third year review process must be included in the tenure documentation.*  
691 *Based upon the documentation, the chair's (or equivalent) written assessment of*  
692 *a candidate's progress toward tenure shall be forwarded with other support*  
693 *materials and documentation to the college tenure committee.*

694  
695 *Each college will establish a schedule to receive materials that support tenure*  
696 *review for tenure-track faculty within the academic unit. The tenure-track faculty*  
697 *member shall provide documents and other materials to show their efforts to*  
698 *fulfill the Statement of Expectations negotiated at hire and any modifications to*  
699 *the college tenure committee by 30 September or as specified in the college's*  
700 *tenure guidelines. In turn, the committee shall weigh the strengths and*  
701 *weaknesses of the future tenure candidate's efforts and seek a review of the*  
702 *faculty member's work from outside experts in the respective field of scholarship,*  
703 *research, or creativity.*

704 *The college's tenure committee shall seek a minimum of four external reviewers.*  
705 *The committee should strive to seek two reviews from individuals recommended*  
706 *by the candidate and two reviews not suggested by the candidate. The outside*  
707 *experts shall not have personal ties or conflicts of interest with the candidate. In*  
708 *all cases, the reviewers should have fields of study within the candidate's*  
709 *expertise. The committee shall send its evaluation of the faculty member's fitness*  
710 *for tenure to the dean (or equivalent) of the college by 30 January. The package*  
711 *should lay out the candidate's strengths and weaknesses, and state whether*  
712 *current performance merits a recommendation for tenure.*

713  
714 *The dean (or equivalent) shall write a recommendation, based upon an*  
715 *assessment of the candidate, the tenure committee's analysis and the opinions of*  
716 *the independent scholars consulted during the external review. The*  
717 *recommendation shall be forwarded along with the committee's letter and the*  
718 *candidate's support materials to the provost.*

719 *The provost shall write a recommendation, based upon an assessment of the*  
720 *candidate, recommendation of the dean (or equivalent), the tenure committee's*  
721 *analysis, and the opinions of the independent scholars consulted during the*  
722 *external review. The recommendation shall be forwarded with the committee's*  
723 *letter and the candidate's support materials, to the president for final approval.*

724 *(3) College Tenure Committees*

725 *(a) When there are candidates for tenure in a college, a committee should be*  
726 *assembled - six tenured members from the candidate's college and another*  
727 *appointed by the Academic Senate from a list of nominees elected by the*  
728 *tenured and tenure-track faculty of each college. The group shall hold its*  
729 *initial meeting by 30 September. Each college shall determine its procedure for*  
730 *electing the members. College procedures shall, however, ensure that no less*  
731 *than one member was on the college tenure committee during the immediately*  
732 *preceding year to provide for continuity over time. The Academic Senate shall*  
733 *determine its procedure for appointing the outside member specified above.*

734  
735 *Elections each academic year shall be conducted before 1 June of the prior*  
736 *year. Faculty members in colleges with six or more departments or academic*  
737 *units should choose one representative from each of six departments for the*  
738 *tenure committee. The committee shall review each candidate based on RIT's*  
739 *and the college's tenure criteria, the candidate's documentation, and*  
740 *comprehensive written evaluations of the external reviewers, department chair*  
741 *(or equivalent), and the dean (or equivalent).*

742 *All members of the tenure committee must be present for and not abstain from*  
743 *the committee's vote. Recommendation for approval or non-approval of*  
744 *tenure, a written statement of reasons for approval or non-approval, and the*  
745 *vote shall be forwarded by the chair of the tenure committee to the dean of the*  
746 *college (or equivalent) and to the provost by 30 January.*

747 *(b) In the case of a joint academic appointment that crosses two colleges, a*  
748 *joint tenure review committee shall be formed and hold its initial meeting by 30*  
749 *September, comprised of four tenured members of the faculty of the college in*  
750 *which the candidate's primary appointment resides (and in which tenure will*  
751 *reside, if granted), two members from the college in which the candidate's*  
752 *secondary appointment resides, and one tenured member of another college in*  
753 *the University. The committee shall review the candidate based on RIT's and*  
754 *the college's tenure criteria, the candidate's documentation, and*  
755 *comprehensive written evaluations of the external reviewers, department*  
756 *chairs (or equivalent) and deans (or equivalent).*

757 In the College of NTID, eligible faculty (all associate and full professors) will  
758 be grouped into four units for the purpose of electing one tenured faculty  
759 member each to serve on the NTID Tenure Committee. Two members of the  
760 Committee will be at-large members elected from the ranks of tenured faculty  
761 of the whole college except that no at-large member may be from a department  
762 already represented on the committee. A set of alternate members will also be  
763 elected following the same procedure.

764 The grouping into four units for the purpose of elections shall be as follows:

- 765  
766 (1) Department of Liberal Studies  
767 Department of Cultural & Creative Studies

- 768 Department of Communication Studies and Services  
 769 (2) Department of Business Studies  
 770 Department of Information and Computing Studies  
 771 Department of Engineering Studies  
 772  
 773 (3) Department of Science and Mathematics  
 774 Department of Arts and Imaging Studies  
 775  
 776 (4) Department of Research and Teacher Education  
 777 Department of Educational Design Resources  
 778 Department American Sign Language and Interpreting Education  
 779 Department of Counseling & Academic Advising Services  
 780

781 Elections shall be held in accordance with the processes detailed in Appendix D.  
 782 There shall be no limit to the number of consecutive terms that a faculty  
 783 member may serve on a tenure committee  
 784

785 ***(4) Dean (or equivalent) of the College***

786 ***(a) Shortly after the membership of the college tenure committee is determined by***  
 787 ***the above process, the dean (or equivalent) shall:***

- 788 • ***Announce to the college the names of the committee members. The***  
 789 ***records of the election process shall be kept on file in the dean's office***  
 790 ***(or equivalent) until 15 November and be placed at the disposal of those***  
 791 ***who wish to examine the process.***  
 792  
 793 • ***Call the committee to its initial organizational meeting. This meeting shall***  
 794 ***be called prior to 15 September. During that meeting, the dean shall:***  
 795  
 796 • ***Announce to the committee the names of that year's candidates for***  
 797 ***tenure.***  
 798 • ***Provide the documentation, the written recommendation of the***  
 799 ***department chair (or equivalent) and the comprehensive written***  
 800 ***evaluation of the dean (or equivalent) for each candidate.***  
 801 • ***Instruct the committee to elect a chair from the faculty elected in***  
 802 ***3.c(3)(a) above. The dean (or equivalent) shall depart before the election***  
 803 ***of the chair***  
 804

805 ***(b) The dean of the college (or equivalent) shall prepare a tenure***  
 806 ***recommendation, separate from that of the college tenure committee described in***  
 807 ***3.c(2), based on university and college criteria and on the candidate's***  
 808 ***documentation, and forward it to the provost by 8 February along with the***  
 809 ***recommendation of the department chair (or equivalent) and the candidate's***  
 810 ***documentation.***

811 In order to facilitate the process of soliciting external letters, the Dean will call the  
812 Tenure Committee to its initial organizational meeting prior to May 15<sup>th</sup>. At that  
813 time, the Committee will elect its chairperson.

#### 814 College Review Process

815 The tenure review process, at the end of the probationary period, consists of a  
816 simultaneous and independent peer and administrative review that follows the  
817 procedures listed below:

- 818
- 819 • External peer review
- 820

821 A critical component of Tenure Review is the participation of a minimum of four  
822 peer reviewers, external to RIT, who will evaluate the candidate's scholarship.  
823 Peer reviewers will normally, but not necessarily, come from an academic setting.  
824 They may include reviewers who participated in the candidate's Third Year  
825 Comprehensive Review.

826

827 By May 30, of his or her fifth year, the tenure candidate is asked to submit a list  
828 of three names of potential peer reviewers, in order of preference, to the  
829 chairperson of the Tenure Committee. At the same time, the candidate's  
830 chairperson submits a list of three additional names, again in order of preference,  
831 to the chairperson of the Tenure Committee. The two lists may include co-authors  
832 and/or dissertation advisors. In addition, the candidate may specify a list of three  
833 individuals whom he or she wants to be excluded from consideration as potential  
834 reviewers. Beginning at the top of each list, the chairperson of the Tenure  
835 Committee communicates with the individuals named to ascertain their  
836 willingness to serve as reviewers, until two people from each list have agreed to  
837 conduct the review. In the event that this process fails to secure four reviewers,  
838 the chairperson of the Tenure Committee seeks additional names, equally, from  
839 the candidate and the candidate's chairperson. Upon confirmation that a reviewer  
840 has accepted the invitation, the Committee chairperson sends a copy of the  
841 Guidelines for External Reviewers<sup>6</sup> together with a request<sup>7</sup> to the reviewer to  
842 submit the review to the Office of the President/Dean by September 30. (The  
843 Tenure Committee chairperson must carefully document all steps to secure  
844 external review letters. In the event that the requisite number of external letters is  
845 not forthcoming, the candidate will not be penalized.)

- 846
- 847 • Department peer recommendations
- 848

---

<sup>6</sup> See Appendix B.6: Tenure Review: Guidelines for External Reviewers.

<sup>7</sup> See Appendix B.7: Tenure Review: Sample Letter to External Reviewers.

849 The candidate's chairperson makes the candidate's documentation available to the  
850 tenured and tenure-track faculty of the department, each of whom submits his or  
851 her recommendation for or against tenure, supported by comments concerning the  
852 candidate's performance relative to each of the three major criteria for tenure to  
853 the Office of the President/Dean by September 15. (Use form provided in  
854 Appendix B.1.)

- 855
- 856 • Chairperson recommendation

857

858 Using the form provided in Appendix B.2, the candidate's chairperson submits his  
859 or her recommendation for or against tenure, supported by comments concerning  
860 the candidate's performance relative to each of the three major criteria for tenure  
861 to the Office of the President/Dean by September 15.

- 862
- 863 • Associate Vice President confidential recommendation

864

865 Using the form provided in Appendix B.3, the Associate Vice President for  
866 Academic Affairs prepares a confidential recommendation for or against tenure,  
867 supported by comments concerning the candidate's performance relative to each  
868 of the three major criteria for tenure. This recommendation is submitted to the  
869 Office of the President/Dean by September 23.

- 870
- 871 • President/Dean recommendation

872

873 After reviewing the candidate's documentation, the chairperson's  
874 recommendation and the confidential recommendation of the Associate Vice  
875 President for Academic Affairs, the President/Dean prepares his or her own letter  
876 of recommendation by October 16.

- 877
- 878 • Tenure Committee recommendation

879

880 On October 17, the President/Dean submits the following to the Tenure  
881 Committee: the candidate's documentation; the external peer review letters, the  
882 recommendations of the candidate's department peers, the candidate's  
883 chairperson's recommendation, the President/Dean's recommendation, copies of  
884 the candidate's annual appraisals and documentation, including letters of review,  
885 from the candidate's Third-Year Comprehensive Review.

886

887 The Committee schedules a meeting to begin review of the documentation. At this  
888 meeting, it clarifies the candidate's primary area of job responsibility and  
889 associated expectations.

890

891 After it has completed its preliminary review of the candidate's documentation,  
892 the Committee develops introductory questions and schedules an interview with  
893 the candidate. The questions are given to the candidate at least three days prior to  
894 the interview. The purpose of the interview is to provide an opportunity for the

895 Committee to discuss with the candidate his or her performance relative to each of  
896 the three major criteria for tenure. (It is important to note that the interview is not  
897 limited to the prepared questions.)  
898

899 If additional input is needed in order to clarify whether or not a candidate has  
900 satisfied the criteria for tenure, the Committee may contact peers suggested by the  
901 candidate or other individuals identified by the Committee. In the latter case, the  
902 candidate must be informed as to which individuals have been contacted.

903 The Committee conducts at least one post-interview meeting for the purpose of  
904 discussing the candidate's performance relative to the tenure criteria and arriving  
905 at a recommendation for or against the award of tenure. Using the form provided  
906 in Appendix B.4, the Committee chairperson completes the Committee's  
907 recommendation, which is signed by each Committee member before being  
908 delivered to the Office of the President/Dean by February.  
909

- 910 • President/Dean confidential recommendation

911  
912 After reviewing all the documentation, the President/Dean prepares his or her own  
913 letter of recommendation (Appendix A.5). This recommendation, together with all  
914 associated documentation pertaining to the candidate, is forwarded to the provost  
915 by February 8.  
916

- 917 • Provost recommendation

918  
919 After reviewing the assessment of each recommending body, together with all  
920 associated documentation pertaining to the candidate, the provost prepares his or  
921 her own recommendation for the president of the University. In the event of  
922 conflicting assessments, the provost follows the procedures outlined in paragraph  
923 E5.0.3.c.(5) of the Institute Policies and Procedures Manual.  
924

- 925 • President recommendation

926  
927 The President of the University makes a recommendation for or against tenure to  
928 the Board of Trustees.  
929

### 930 ***(5) Expedited Tenure Review***

931  
932 ***An expedited tenure review can be requested in the infrequent case where the***  
933 ***University wishes to offer a potential hire (the "candidate") a faculty rank with***  
934 ***tenure (also see E4.0.1 and E8.0). The faculty rank must either be associate***  
935 ***professor or full professor. The candidate must hold (or have held) a tenured (or***  
936 ***equivalent) faculty rank at an institution of higher learning.***  
937

938 ***The request for an expedited tenure review shall be initiated by the candidate's***  
939 ***department chair (or equivalent) and the request must be approved by either the***  
940 ***provost or the president. Upon approval of the request for expedited tenure***

941 *review, the provost or the president will ask the dean of the college (or equivalent)*  
942 *in which the tenure will reside to have the college's tenure committee evaluate the*  
943 *candidate for tenure in an accelerated timeframe. The dean (or equivalent) will*  
944 *provide the tenure committee with all the application materials collected by the*  
945 *search committee.*

946  
947 *If one or more members of the college's tenure committee are not available*  
948 *during this accelerated timeframe, each such member can be substituted by an*  
949 *alternate elected by the faculty of the college. Each college shall ensure that a*  
950 *full tenure committee can be assembled as needed for the purpose of this*  
951 *expedited tenure review. Within one week of the receipt of the complete*  
952 *application materials, the tenure committee will evaluate the candidate and*  
953 *provide the dean (or equivalent) with an unequivocal recommendation on tenure*  
954 *for the candidate. The dean (or equivalent) will forward the tenure committee's*  
955 *evaluation and recommendation to the provost.*

956  
957 **(6) The Provost**

958 *To form a tenure recommendation, the provost may call upon the department*  
959 *chair (or equivalent), the college tenure committee, or the dean (or equivalent)*  
960 *for clarification or additional information and may meet with any of them to*  
961 *reconcile opposing views. In circumstances where the assessment of a candidate's*  
962 *tenure portfolio is in conflict, the provost may convene the chairs of each of the*  
963 *college tenure committees.*

964 *This group will be convened only:*

965 *• When a college's tenure committee and dean (or equivalent) are in dispute*  
966 *over a candidate's viability, and/or*

967 *• When there is a disagreement between the provost and the dean (or*  
968 *equivalent) as representative of the college regarding the candidate's viability.*

969 *The convened group's actions shall be guided by the specific tenure criteria*  
970 *outlined by the candidate's college. Its role is to advise the provost toward a*  
971 *final decision.*

972 *The group will relate its findings in writing to the provost. When satisfied on all*  
973 *points, the provost shall make an official recommendation to the president that*  
974 *includes all prior recommendations received.*

975 **(7) The President**

976 *The President in turn shall in all cases make the final decision in granting or*  
977 *denying tenure.*

978 ***d. Granting or Denial of Tenure***

979 ***The granting or denial of tenure shall be in the form of a written communication***  
980 ***from the provost to the candidate no later than 15 March. In the case of denial,***  
981 ***the letter shall set forth the specific reasons and the details of the college tenure***  
982 ***committee vote.***

983 ***If granted, tenure becomes effective on the first day of the following academic***  
984 ***year; if tenure is denied, the candidate shall have a one-year contract for the***  
985 ***following academic year.***

986 ***If a candidate wishes to appeal a tenure denial, the university faculty grievance***  
987 ***procedures are available to the extent provided in E24.0. Such appeal shall be***  
988 ***limited to the question of whether the policies and procedures set forth in the***  
989 ***tenure policy have been followed in the candidate's case.***

990 ***Addendum for Implementation of Tenure Policy***

991 ***a. If there are any perceived differences, tenure track probationary years***  
992 ***completed before adoption of this policy, May, 2009, should be evaluated in***  
993 ***accordance with the former tenure policy III-G.***

994 ***b. Faculty granted tenure in two colleges under former tenure policy III-G may***  
995 ***retain it.***

996 ***c. Faculty formerly tenured at the department or school level will be adjusted to***  
997 ***tenure at the college level.***

998 ***d. During the implementation of this tenure policy, the provost may call on the***  
999 ***Academic Senate chair to convene those elected as outside tenure committee***  
1000 ***representatives (see 3.c.(3)(a)) to review and comment on individual college***  
1001 ***tenure criteria and procedures.***

1002

1003

1004

1005  
1006  
1007  
1008  
1009  
1010  
1011  
1012  
1013  
1014  
1015  
1016  
1017  
1018  
1019  
1020  
1021  
1022  
1023  
1024  
1025  
1026  
1027  
1028  
1029  
1030  
1031  
1032  
1033  
1034  
1035  
1036  
1037  
1038  
1039  
1040  
1041  
1042  
1043  
1044  
1045  
1046  
1047  
1048  
1049  
1050

**TENURE REVIEW: CALENDAR OF ACTION**

TIME*	ACTION
January	Election of Tenure Committee members from each of the four academic units used for tenure purposes is completed.
May 1	Election of at-large members of the Tenure Committee is completed. Tenure Committee is formed (outside faculty member is appointed by Academic Senate).
May 15	The candidate is notified and given a copy of the Tenure Policy and Procedures.
May 15	The President/Dean convenes the Tenure Committee for an initial organizational meeting. The Committee elects its chairperson.
May 30	Candidate provides list of potential external reviewers to the Tenure Committee chairperson.
	Department chairperson provides list of potential external reviewers to the Tenure Committee chairperson.
June-August	Tenure Committee chairperson communicates with external reviewers and secures agreement from at least two (Third-Year Review) or at least four (Tenure Review) to write reviews.
Sept. 3	Candidate submits his/her portfolio and documentation to his/her department chairperson.
	Departmental faculty review begins.
	Tenure Committee chairperson sends candidate materials to external reviewers.
Sept. 15	Department chairperson submits his/her written recommendation, and the candidate's portfolio and documentation to the Office of the President/Dean.
	Departmental faculty submit individual recommendations to the Office of the President/Dean.
Sept. 23	Associate Vice President for Academic Affairs submits his/her confidential recommendation to the President/Dean together with candidate's documentation and department chairperson recommendation.

1051 The Office of the President/Dean inserts copies of annual appraisals as  
1052 Section Four of the documentation.  
1053  
1054 Sept. 30 External peer reviews due.  
1055  
1056 Oct. 16 President/Dean completes comprehensive written evaluation of the candidate  
1057  
1058 Oct. 17 The Tenure Committee receives the candidate's documentation from the  
1059 Office of the President/Dean (departmental faculty recommendations,  
1060 chairperson recommendation, annual evaluations, external peer reviews,  
1061 candidate's portfolio and documentation, and the President/Dean's  
1062 comprehensive written evaluation) and starts its deliberations  
1063  
1064 Jan. 30 The Tenure Committee submits its recommendation to the President/Dean. All  
1065 documentation is returned to the President/Dean.  
1066  
1067 Feb. 8 The President/Dean sends his or her confidential recommendation to the Chief  
1068 Academic Officer together with the candidate's documentation.  
1069  
1070  
1071  
1072 **\*Next working day will be used for any date that falls on a weekend or holiday.**  
1073  
1074  
1075

1076  
1077  
1078  
1079  
1080  
1081  
1082  
1083  
1084  
1085  
1086  
1087  
1088  
1089  
1090  
1091  
1092  
1093  
1094  
1095  
1096  
1097  
1098  
1099  
1100  
1101  
1102  
1103  
1104  
1105  
1106  
1107  
1108  
1109  
1110  
1111  
1112  
1113  
1114  
1115  
1116  
1117  
1118  
1119  
1120  
1121

APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

A.1: DEPARTMENT PEER ASSESSMENT

Directions

The purpose of the Third-Year Comprehensive Review is to provide feedback to the candidate regarding his or her progress towards tenure midway through the probationary period.

In this context, you are asked to assess to what extent, in your opinion, the candidate is making satisfactory progress towards promotion and tenure, providing your assessment of his or her performance to date in terms of the criteria for tenure stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp.8-12).

Prior to completing this form, review the candidate's portfolio. Please write your comments in the space provided below. Use additional pages as needed.

I have worked with \_\_\_\_\_ for \_\_\_\_ years in the capacity of \_\_\_\_\_.

Academic and Professional Qualifications

a) Primary area of responsibility

b) Currency in field of expertise

c) Effective communication

(continue on next page)

1122 Scholarship

1123

1124

1125

1126

1127

1128

1129

1130

1131

1132

1133

1134

1135

1136

1137 Service

1138

1139

1140

1141

1142

1143

1144

1145

1146

1147

1148

1149

1150

Prepared by \_\_\_\_\_

1151

1152

1153

Department \_\_\_\_\_

1154

1155

1156

Date \_\_\_\_\_

1157

1158

Return this form directly to the Office of the President by September 15.

1159

1160  
1161  
1162  
1163  
1164  
1165  
1166  
1167  
1168  
1169  
1170  
1171  
1172  
1173  
1174  
1175  
1176  
1177  
1178  
1179  
1180  
1181  
1182  
1183  
1184  
1185  
1186  
1187  
1188  
1189  
1190  
1191  
1192  
1193  
1194  
1195  
1196  
1197  
1198  
1199  
1200  
1201  
1202  
1203  
1204  
1205

APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

A.2: CHAIRPERSON ASSESSMENT

Directions

The purpose of the Third-Year Comprehensive Review is to provide feedback to the candidate regarding his or her progress towards tenure midway through the probationary period.

In this context, you are asked to assess to what extent, in your opinion, the candidate is making satisfactory progress towards promotion and tenure, providing your assessment of his or her performance to date in terms of the criteria for tenure stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp.8-12).

Please write your comments in the space provided below. Use additional pages as needed.

Academic and Professional Qualifications

a) Primary area of responsibility

b) Currency in field of expertise

c) Effective communication

(continue on next page)

1206 Scholarship

1207

1208

1209

1210

1211

1212

1213

1214

1215

1216

1217

1218

1219

1220

1221 Service

1222

1223

1224

1225

1226

1227

1228

1229

1230

1231

1232

1233

1234

1235

Prepared by \_\_\_\_\_

1236

1237

1238

Department \_\_\_\_\_

1239

1240

1241

Date \_\_\_\_\_

1242

1243

Return this form directly to the Office of the President by September 15.

1244

1245 APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

1246  
1247 A.3: ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS CONFIDENTIAL  
1248 ASSESSMENT

1249  
1250 Directions

1251 The purpose of the Third-Year Comprehensive Review is to provide feedback to the  
1252 candidate regarding his or her progress towards tenure midway through the probationary  
1253 period.

1254  
1255 In my judgment, and on the basis of my evaluation of all available information,

1256 \_\_\_\_\_ is making satisfactory progress towards promotion and tenure.

1257  
1258 \_\_\_\_\_ is in part making satisfactory progress towards promotion and tenure.

1259  
1260 \_\_\_\_\_ is not making satisfactory progress towards promotion and tenure.

1261  
1262 My assessment of the candidate's performance relative to the criteria for tenure as these are  
1263 stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to  
1264 Associate Professor (pp.8-12) is as follows:

1265  
1266  
1267 Academic and Professional Qualifications

1268  
1269 a) Primary area of responsibility

1270  
1271  
1272  
1273  
1274  
1275  
1276  
1277  
1278  
1279  
1280 b) Currency in field of expertise

1281  
1282  
1283  
1284  
1285  
1286  
1287  
1288  
1289  
1290 (continue on next page)

1291 c) Effective communication

1292

1293

1294

1295

1296

1297

1298

1299 Scholarship

1300

1301

1302

1303

1304

1305

1306

1307

1308

1309 Service

1310

1311

1312

1313

1314

1315

1316

1317

1318

1319

Prepared by \_\_\_\_\_

1320

1321

Department \_\_\_\_\_

1322

1323

1324

Date \_\_\_\_\_

1325

1326

1327

Return this form directly to the Office of the President by September 23.

1328

1329  
1330  
1331  
1332  
1333  
1334  
1335  
1336  
1337  
1338  
1339  
1340  
1341  
1342  
1343  
1344  
1345  
1346  
1347  
1348  
1349  
1350  
1351  
1352  
1353  
1354  
1355  
1356  
1357  
1358  
1359  
1360  
1361  
1362  
1363  
1364  
1365  
1366  
1367  
1368  
1369  
1370  
1371  
1372  
1373  
1374

APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

A.4: COLLEGE TENURE COMMITTEE ASSESSMENT

The purpose of the Third-Year Comprehensive Review is to provide feedback to the candidate regarding his or her progress towards tenure midway through the probationary period.

In the judgment of this Committee

\_\_\_\_\_ is making satisfactory progress towards promotion and tenure.

\_\_\_\_\_ is in part making satisfactory progress towards promotion and tenure.

\_\_\_\_\_ is not making satisfactory progress towards promotion and tenure.

Our assessment of the candidate’s performance relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp.8-12) is as follows:

Academic and Professional Qualifications

a) Primary area of responsibility

b) Currency in field of expertise

(continue on next page)

1375 c) Effective communication

1376

1377

1378

1379

1380

1381

1382

1383

1384

1385

1386

1387

1388 Scholarship

1389

1390

1391

1392

1393

1394

1395

1396

1397

1398

1399

1400

1401

1402

1403

1404

1405

1406 Service

1407

1408

1409

1410

1411

1412

1413

1414

1415

1416

1417

1418

1419

1420

1421 Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

1422

1423

1424 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1425

1426

1427 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1428

1429

1430 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1431

1432

1433 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1434

1435

1436 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1437

1438

1439 Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

1440

1441

1442

1443

1444

1445

1446

1447

1448 Return this form directly to the Office of the President by January 30.

1449

1450  
1451  
1452  
1453  
1454  
1455  
1456  
1457  
1458  
1459  
1460  
1461  
1462  
1463  
1464  
1465  
1466  
1467  
1468  
1469  
1470  
1471  
1472  
1473  
1474  
1475  
1476  
1477  
1478  
1479  
1480  
1481  
1482  
1483  
1484  
1485  
1486  
1487  
1488  
1489  
1490  
1491  
1492  
1493  
1494  
1495  
1496

APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

A.5: PRESIDENT/DEAN CONFIDENTIAL ASSESSMENT

In my judgment, and on the basis of my evaluation of all available information,

\_\_\_\_\_ is making satisfactory progress towards promotion and tenure.

\_\_\_\_\_ is in part making satisfactory progress towards promotion and tenure.

\_\_\_\_\_ is not making satisfactory progress towards promotion and tenure.

My assessment of the candidate's performance relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp.8-12) is as follows:

President/Dean \_\_\_\_\_

Date \_\_\_\_\_

1497  
1498  
1499  
1500  
1501  
1502  
1503  
1504  
1505  
1506  
1507  
1508  
1509  
1510  
1511  
1512  
1513  
1514  
1515  
1516  
1517  
1518  
1519  
1520  
1521  
1522  
1523  
1524  
1525  
1526  
1527  
1528  
1529  
1530  
1531  
1532  
1533  
1534  
1535  
1536  
1537  
1538  
1539  
1540

APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

A.6: GUIDELINES FOR EXTERNAL REVIEWERS

1. The purpose of the Third-Year Comprehensive Review is to provide preliminary feedback to the candidate approximately midway through the probationary period prior to consideration for promotion and tenure.
2. The University is seeking an independent, unbiased evaluation of the candidate's scholarship as part of the candidate's tenure review. If you are a relative or close personal friend or if you believe that your personal relationship to the candidate is such as to affect your assessment, please disqualify yourself. If you are not familiar with tenure in an academic setting, please limit your comments to an evaluation of the candidate's scholarly work as this relates to your field of expertise.
3. You should omit your name and all other means of identification from your report. You are urged to be as frank and direct as possible.
4. You are asked in your report to provide brief comments on each of the questions listed below to the best of your knowledge. You should also feel free to refer to any other matters, which you believe may assist the University in providing appropriate feedback to the candidate. In accordance with University policy, your evaluation of the record of scholarly performance should take into account quality, creativity and significance for the discipline in question including the potential benefits to deaf and hard-of-hearing students.
  - a) Were you aware of the candidate's scholarship before now?
  - b) How significant is the candidate's scholarship to the discipline and how is it relevant to the profession?
  - c) Apart from his/her scholarly work, do you know of other contributions the candidate has made to the development of the discipline, for example, through organizing conferences, activities in learned societies or governmental commissions? How significant have these activities been from the standpoint of promoting teaching and scholarship in the discipline?
  - d) Assuming that the candidate meets other criteria being assessed internally, is his/her scholarship, as revealed by both the quality and quantity of peer-reviewed publications, creative work and unpublished work, such that you are confident that he/she is making satisfactory progress towards tenure? Please explain the basis of your assessment.

1541 APPENDIX A: THIRD-YEAR COMPREHENSIVE REVIEW

1542  
1543 A.7: SAMPLE LETTER TO EXTERNAL REVIEWERS  
1544 CONFIDENTIAL

1545  
1546 Dear Dr. \_\_\_\_\_:

1547  
1548 I am pleased that you are willing to serve as an external reviewer of the scholarship of Assistant  
1549 Professor \_\_\_\_\_, who is undergoing pre-tenure review in the Department of \_\_\_\_\_ at the  
1550 National Technical Institute for the Deaf (NTID), a college of Rochester Institute of Technology. The  
1551 purpose of this review is to provide preliminary feedback to the candidate at the beginning of his/her  
1552 third year in the probationary period prior to consideration for promotion and tenure.

1553  
1554 Your name has been selected from a list of several nominees submitted to me by the candidate and  
1555 the candidate's department chairperson. Reviewers' reports are provided to the Tenure Committee as  
1556 well as to the Provost but not to the candidate. Given this degree of anonymity, I trust you will feel  
1557 free to express your views on the candidate as frankly as possible.

1558  
1559 As an external reviewer, you are asked to assess the candidate's scholarship in his/her field after two  
1560 years in the tenure-track position. Your assessment should include reference to the potential benefits  
1561 of the scholarship to deaf and hard-of-hearing students. The candidate's teaching ability and general  
1562 contributions to the University are being assessed internally.

1563  
1564 Enclosed are the candidate's curriculum vitae and summary of scholarly accomplishments as well as  
1565 examples of the candidate's scholarship. Also enclosed is a copy of our guidelines for external  
1566 reviewers, which includes the specific questions we would like you to address in your response.  
1567 Finally, we also attach a copy of the RIT definition of scholarship and the standards for scholarship at  
1568 NTID. Please be mindful of these documents as you prepare your evaluation.

1569  
1570 Based on our recent conversation confirming your agreement, we would like to receive your review  
1571 by \_\_\_\_\_. Please send your review in the pre-paid envelope enclosed with the candidate's  
1572 materials.

1573  
1574 The members of this Faculty and I are grateful to you for undertaking this task. You may rest assured  
1575 that this procedure is not simply a formality as your review will have an important bearing upon the  
1576 recommendations made to the candidate.

1577  
1578 Yours sincerely,

1579  
1580 Chairperson of Tenure Committee

1581  
1582 Enclosures

1583 Guidelines for External Reviewers (Third-Year Review)

1584 RIT definition of scholarship

1585 NTID scholarship guidelines

1586 Candidate's statement (scholarship section)

1587 Candidate's materials

1588

1589  
1590  
1591  
1592  
1593  
1594  
1595  
1596  
1597  
1598  
1599  
1600  
1601  
1602  
1603  
1604  
1605  
1606  
1607  
1608  
1609  
1610  
1611  
1612  
1613  
1614  
1615  
1616  
1617  
1618  
1619  
1620  
1621  
1622  
1623  
1624  
1625  
1626  
1627  
1628  
1629  
1630  
1631  
1632  
1633  
1634

APPENDIX B: TENURE REVIEW

B.1: DEPARTMENT PEER RECOMMENDATION

I have worked with the candidate for \_\_\_\_\_ years in the capacity of \_\_\_\_\_

In my judgment and on the basis of my evaluation of all available information,

\_\_\_\_\_ has satisfied the criteria for tenure.

\_\_\_\_\_ has not satisfied the criteria for tenure.

My recommendation is based upon the following assessment of the candidate’s performance relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp. 8-12).

Academic and Professional Qualifications

a) Primary area of responsibility

b) Currency in field of expertise

c) Effective communication

(continue on next page)

1635 Scholarship

1636

1637

1638

1639

1640

1641

1642

1643

1644

1645

1646

1647

1648

1649

1650 Service

1651

1652

1653

1654

1655

1656

1657

1658

1659

Prepared by \_\_\_\_\_

1660

1661

1662

Department \_\_\_\_\_

1663

1664

1665

Date \_\_\_\_\_

1666

1667

Return this form directly to the Office of the President by September 15.

1668

1669  
1670  
1671  
1672  
1673  
1674  
1675  
1676  
1677  
1678  
1679  
1680  
1681  
1682  
1683  
1684  
1685  
1686  
1687  
1688  
1689  
1690  
1691  
1692  
1693  
1694  
1695  
1696  
1697  
1698  
1699  
1700  
1701  
1702  
1703  
1704  
1705  
1706  
1707  
1708  
1709  
1710  
1711  
1712  
1713  
1714

APPENDIX B: TENURE REVIEW

B.2: CHAIRPERSON RECOMMENDATION

I have worked with the candidate for \_\_\_\_\_ years in the capacity of \_\_\_\_\_

In my judgment and on the basis of my evaluation of all available information,

\_\_\_\_\_ has satisfied the criteria for tenure.

\_\_\_\_\_ has not satisfied the criteria for tenure.

My recommendation is based upon the following assessment of the candidate’s performance relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp. 8-12).

Academic and Professional Qualifications

a) Primary area of responsibility

b) Currency in field of expertise

c) Effective communication

(continue on next page)

1715 Scholarship

1716

1717

1718

1719

1720

1721

1722

1723

1724

1725

1726

1727

1728

1729

1730 Service

1731

1732

1733

1734

1735

1736

1737

1738

1739

1740

1741

1742

Prepared by \_\_\_\_\_

1743

1744

Department \_\_\_\_\_

1745

1746

1747

Date \_\_\_\_\_

1748

1749

Return this form directly to the Office of the President by September 15.

1750

1751

1752 APPENDIX B: TENURE REVIEW

1753  
1754 B.3: ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS CONFIDENTIAL  
1755 RECOMMENDATION

1756  
1757 In my judgment, and on the basis of my evaluation of all available information,

1758  
1759 \_\_\_\_\_ has satisfied the criteria for tenure

1760  
1761 \_\_\_\_\_ has not satisfied the criteria for tenure

1762  
1763 My recommendation is based upon the following assessment of the candidate's performance  
1764 relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines  
1765 for Tenure and Simultaneous Promotion to Associate Professor (pp. 8-12).

1766  
1767 Academic and Professional Qualifications

1768  
1769 a) Primary area of responsibility

1770  
1771  
1772  
1773  
1774  
1775  
1776  
1777 b) Currency in field of expertise

1778  
1779  
1780  
1781  
1782  
1783  
1784  
1785  
1786 c) Effective communication

1787  
1788  
1789  
1790  
1791  
1792  
1793  
1794  
1795  
1796  
1797 (continue on next page)

1798 Scholarship

1799

1800

1801

1802

1803

1804

1805

1806

1807

1808

1809

1810

1811

1812

1813 Service

1814

1815

1816

1817

1818

1819

1820

1821

1822

1823

1824

Prepared by \_\_\_\_\_

1825

1826

1827

Department \_\_\_\_\_

1828

1829

1830

Date \_\_\_\_\_

1831

1832

1833

Return this form directly to the Office of the President by September 23.

1834

1835 APPENDIX B: TENURE REVIEW

1836  
1837 B.4: COLLEGE TENURE COMMITTEE RECOMMENDATION

1838  
1839 The recommendation of this Tenure Committee is:

1840 \_\_\_\_\_ number of votes in support of tenure

1841 \_\_\_\_\_ number of votes against tenure

1842  
1843 It is therefore the judgment of the Committee, on the basis of evaluation of all available  
1844 information, that

1845  
1846 \_\_\_\_\_ has satisfied the criteria for tenure

1847  
1848 \_\_\_\_\_ has not satisfied the criteria for tenure

1849  
1850 In the following, we provide a rationale for our judgment of whether the candidate has  
1851 satisfied the criteria for tenure as these are stated in the NTID Administrative Guidelines for  
1852 Tenure and Simultaneous Promotion to Associate Professor (pp. 8-12).

1853  
1854 Academic and Professional Qualifications

1855  
1856 a) Primary area of responsibility

1857  
1858  
1859  
1860  
1861  
1862  
1863  
1864  
1865  
1866  
1867  
1868  
1869 b) Currency in field of expertise

1881 c) Effective communication

1882

1883

1884

1885

1886

1887

1888

1889

1890

1891

1892

1893

1894

1895 Scholarship

1896

1897

1898

1899

1900

1901

1902

1903

1904

1905

1906

1907

1908

1909

1910 Service

1911

1912

1913

1914

1915

1916

1917

1918

1919

1920

1921

1922

1923

1924

1925

1926

1927  
1928  
1929  
1930  
1931  
1932  
1933  
1934  
1935  
1936  
1937  
1938  
1939  
1940  
1941  
1942  
1943  
1944  
1945  
1946  
1947  
1948  
1949  
1950  
1951  
1952  
1953  
1954  
1955  
1956

Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form directly to the Office of the President by February 1.

1957  
1958  
1959  
1960  
1961  
1962  
1963  
1964  
1965  
1966  
1967  
1968  
1969  
1970  
1971  
1972  
1973  
1974  
1975  
1976  
1977  
1978  
1979  
1980  
1981  
1982  
1983  
1984  
1985  
1986  
1987  
1988  
1989  
1990  
1991  
1992  
1993  
1994  
1995  
1996  
1997  
1998  
1999  
2000  
2001

APPENDIX B: TENURE REVIEW

B.5: PRESIDENT/DEAN CONFIDENTIAL RECOMMENDATION

In my judgment, and on the basis of my evaluation of all available information,

\_\_\_\_\_ has satisfied the criteria for tenure

\_\_\_\_\_ has not satisfied the criteria for tenure

My recommendation is based upon the following assessment of the candidate's performance relative to the criteria for tenure as these are stated in the NTID Administrative Guidelines for Tenure and Simultaneous Promotion to Associate Professor (pp. 8-12).

President/Dean \_\_\_\_\_

Date \_\_\_\_\_

2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009  
2010  
2011  
2012  
2013  
2014  
2015  
2016  
2017  
2018  
2019  
2020  
2021  
2022  
2023  
2024  
2025  
2026  
2027  
2028  
2029  
2030  
2031  
2032  
2033  
2034  
2035  
2036  
2037  
2038

APPENDIX B: TENURE REVIEW

B.6: GUIDELINES FOR EXTERNAL REVIEWERS

1. The University is seeking an independent, unbiased evaluation of the candidate's scholarship as part of the candidate's tenure review. If you are a relative or close personal friend or if you believe that your personal relationship to the candidate is such as to affect your assessment, please disqualify yourself. If you are not familiar with tenure in an academic setting, please limit your comments to an evaluation of the candidate's scholarly work as this relates to your field of expertise.
2. You should omit your name and all other means of identification from your report. You are urged to be as frank and direct as possible.
3. You are asked in your report to provide brief comments on each of the questions listed below to the best of your knowledge. You should also feel free to refer to any other matters, which you believe may assist the University in providing appropriate feedback to the candidate. In accordance with University policy, your evaluation of the record of scholarly performance should take into account quality, creativity, and significance for the discipline in question, including the potential benefits to deaf and hard-of-hearing students.
  - a) Were you aware of the candidate's scholarship before now?
  - b) How significant is the candidate's scholarship to the discipline and how is it relevant to the profession?
  - c) Apart from his/her scholarly work, do you know of other contributions the candidate has made to the development of the discipline, for example, through organizing conferences, activities in learned societies or governmental commissions? How significant have these activities been from the standpoint of promoting teaching and scholarship in the discipline?
  - d) Assuming that the candidate meets other criteria being assessed internally, is his/her scholarship, as revealed by both the quality and quantity of publications, creative work, and unpublished work, such that you are confident that he/she has earned the award of tenure? Please explain the basis of your assessment.

2039 APPENDIX B: TENURE REVIEW

2040  
2041 B.7 SAMPLE LETTER TO EXTERNAL REVIEWERS  
2042 CONFIDENTIAL

2043  
2044 Dear Dr. \_\_\_\_\_:

2045  
2046 I am pleased that you are willing to serve as an external reviewer of the scholarship of Assistant  
2047 Professor \_\_\_\_\_, who is undergoing tenure review in the Department of \_\_\_\_\_ at the  
2048 National Technical Institute for the Deaf, a college of Rochester Institute of Technology.

2049  
2050 Your name has been selected from a list of several nominees submitted to me by the candidate and  
2051 the candidate's department chairperson. Reviewers' reports are provided to the Tenure Committee as  
2052 well as to the Provost but not to the candidate. Given this degree of anonymity, I trust you will feel  
2053 free to express your views on the candidate as frankly as possible.

2054  
2055 As an external reviewer, you are asked to assess the candidate's scholarship in his/her field after five  
2056 years in the tenure-track position. Your assessment should include reference to the potential benefits  
2057 of the scholarship to deaf and hard-of-hearing students. The candidate's teaching ability and general  
2058 contributions to the University are being assessed internally.

2059  
2060 Enclosed are the candidate's curriculum vitae and summary of scholarly accomplishments as well as  
2061 examples of the candidate's scholarship. Also enclosed is a copy of our guidelines for external  
2062 reviewers, which includes the specific questions we would like you to address in your response.  
2063 Finally, we also attach a copy of the RIT definition of scholarship and the standards for scholarship at  
2064 NTID. Please be mindful of these documents as you prepare your evaluation.

2065  
2066 Based on our recent conversation confirming your agreement, we would like to receive your review  
2067 by \_\_\_\_\_. Please send your review in the pre-paid envelope enclosed with the candidate's  
2068 materials.

2069  
2070 The members of this Faculty and I are grateful to you for undertaking this task. You may rest assured  
2071 that this procedure is not simply a formality as your views and recommendations will have an  
2072 important bearing upon the future of the candidate.

2073  
2074 Yours sincerely,

2075  
2076 Chairperson of Tenure Committee

2077  
2078 Enclosures:

- 2079 Guidelines for External Reviewers
- 2080 RIT definition of scholarship
- 2081 NTID scholarship guidelines
- 2082 Candidate's statement (scholarship section)
- 2083 Candidate's materials

2084  
2085  
2086

APPENDIX C: ACCESS TO DOCUMENTATION FOR TENURE REVIEW  
(Y=yes, N= no)

DOCUMENTATION	Candidate	Department Tenured & Tenure-track Faculty	Chairperson	Associate VP for Academic Affairs	Tenure Committee	President/Dean	Provost
Candidate's Portfolio	Y	Y	Y	Y	Y	Y	Y
Department Faculty Peer Recommendations	N	N	N	N	Y	Y	Y
Annual Appraisals	Y	N	Y	Y	Y	Y	Y
Chairperson Recommendation	N	N	Y	Y	Y	Y	Y
External Review Letters	N	N	N	N	Y	Y	Y
Associate VP Academic Affairs Confidential Recommendation	N	N	N	Y	N	Y	Y
President/Dean Recommendation	N	N	N	N	Y	Y	Y
Tenure Committee Recommendation	N	N	N	N	Y	Y	Y
President/Dean Confidential Recommendation to the Provost	N	N	N	N	N	Y	Y

APPENDIX D: COMMITTEE ELECTION PROCEDURES

2087  
2088  
2089  
2090  
2091  
2092  
2093  
2094  
2095  
2096  
2097  
2098  
2099  
2100  
2101  
2102  
2103  
2104  
2105  
2106  
2107  
2108  
2109  
2110  
2111  
2112  
2113  
2114  
2115  
2116  
2117  
2118  
2119  
2120  
2121  
2122  
2123  
2124  
2125  
2126  
2127  
2128  
2129  
2130  
2131  
2132  
2133  
2134

A. Number of Tenure Committees

The number of tenure committees in any given academic year should be such that no one committee is required to conduct more than four reviews of either kind (third-year or tenure). The President/Dean of NTID will determine the number of tenure committees required for each academic year. In the event that it becomes necessary to empanel more than one tenure committee, assignment of candidates for third-year and tenure review to each committee shall be conducted by the President/Dean by lottery.

B. Membership

Each tenure committee will be composed of seven tenured faculty members, all of whom shall have the rank of either associate professor or full professor. Six of the members shall be elected from the College of NTID in accordance with the procedures outlined below, with the seventh being appointed by the Academic Senate from one of the other colleges of RIT.

C. Length of Term

In general, tenure committee members will be elected to two-year terms. To ensure compliance with RIT policy which requires that individual college procedures provide that at least one committee member will have been on the college tenure committee during the preceding year, terms will be staggered. In that way, elections for only three of the needed six positions will be held in any given year. A schedule to accomplish such staggered terms will be developed by the Office of the President.

D. Responsibility for Committee Elections

NTID faculty will be arranged in four groups for the purpose of determining Tenure Committee membership. One committee member will be elected from each group. Two members of the committee will be at-large members elected from the ranks of tenured faculty of the whole college.

Discipline Group One

- Department of Liberal Studies
- Department of Cultural & Creative Studies
- Department of Communication Studies and Services

Discipline Group Two

- Department of Business Studies
- Department of Information and Computing Studies
- Department of Engineering Studies

Discipline Group Three

- Department of Science and Mathematics
- Department of Arts and Imaging Studies

Discipline Group Four

- Department of Research and Teacher Education
- Department of Educational Design Resources

2135  
2136  
2137  
2138  
2139  
2140  
2141  
2142  
2143  
2144  
2145  
2146  
2147  
2148  
2149  
2150  
2151  
2152  
2153  
2154  
2155  
2156  
2157  
2158  
2159  
2160  
2161  
2162  
2163  
2164  
2165  
2166  
2167  
2168  
2169  
2170  
2171  
2172  
2173  
2174  
2175  
2176  
2177  
2178  
2179  
2180  
2181  
2182

Department American Sign Language and Interpreting Education  
Department of Counseling & Academic Advising Services

In each case, the Associate Vice President for Academic Affairs will solicit nominations of tenured faculty from within the group(s) and will compile a list of nominees who are willing to serve. Individuals may self-nominate.

E. Voting within an Academic Unit

The list of nominees from each unit will be submitted to the tenured and tenure-track faculty of the unit, and a vote by ballot will be conducted. The faculty will vote for a maximum number of individuals as determined by the number of vacancies to be filled (i.e., “Vote for two,” etc.).

F. Election by Majority

To be elected to a tenure committee from an academic unit on the first ballot, an individual must be named on a majority of the ballots returned. If the first ballot produces a sufficient number of tenure committee representatives from any given academic unit, the alternate from the academic unit will be determined to be the individual receiving the next highest vote total. In the event of a tie vote, or if one person is elected but additional representatives are needed for multiple tenure committee, then another election will be held. The number of nominees listed on the second ballot will be based on the number of slots remaining to be filled and the results from the first ballot. The top finisher(s) in the second election will be the representative(s), and the remaining candidate(s) will be the alternate(s) from the academic unit. An alternate will replace an elected representative should one of the elected representatives from a unit be unable to serve because of circumstances beyond his/her control. An alternate can decide to run for a position as an at-large committee member (see below).

G. At-Large Representation

When election of the tenure committee representatives from each of the four academic units is completed, the Associate Vice President of NTID will conduct the election of the at-large committee member(s) in a manner similar to the process outlined above, with the proviso that RIT policy requires that no tenure committee shall have more than one member from a single academic unit. Names of eligible nominees will be distributed to the tenured and tenure-track faculty of the whole college, and faculty will vote for a maximum number of individuals as determined by the number of vacancies to be filled. If the first ballot produces a sufficient number of at-large tenure committee representatives, the alternate at-large representative will be determined to be the individual receiving the next highest vote total. If additional committee members are still needed after the first ballot, then a second at-large election will be held in the manner similar to that outlined above for the academic units. The top finisher(s) in the second election will be the at-large representative(s), and the remaining candidate(s) will be the alternate(s) for at-large representative(s).

2183 H. Alternates and At-Large Representation  
2184

2185 As noted above, it is possible that an individual elected as a tenure committee alternate  
2186 from a given academic unit could subsequently be elected as an at-large member of a  
2187 tenure committee. In such instances, if the academic unit needs to have an alternate  
2188 assume the duties of the elected representative, an alternate will be selected from the  
2189 list of other alternates from that unit as identified by the election process, in order of  
2190 the number of votes received. If no other alternates remain, then the at-large  
2191 representative will be said to be representing his or her academic unit, and an at-large  
2192 alternate will assume responsibility for the at-large position. In all cases, each tenure  
2193 committee will have membership representative of the four academic units and two at-  
2194 large positions. If an elected committee member and all elected alternates for any given  
2195 academic unit or at-large position are unable to complete a term, an appropriate  
2196 election will be held to fill the vacated position.  
2197

2198 I. Exceptions to Two-Year Terms  
2199

2200 As noted above, tenure committee members will generally be elected to two-year  
2201 terms, and elections will be staggered to ensure compliance with the RIT policy  
2202 requiring that at least one committee member will have been on the college tenure  
2203 committee during the preceding year. In order to maintain a staggered election  
2204 schedule, the exceptions to the two-year election rule will occur in “off election” years  
2205 when it is necessary to hold an election for an academic unit or at-large slot to  
2206 accommodate the need for a larger number of tenure committees than had been used in  
2207 the preceding year. In such cases, all committee members expecting to serve the  
2208 second year of a two-year term will do so, but sufficient additional representation will  
2209 be elected for a one-year term only. When the Associate Vice President conducts such  
2210 an election for an at-large member of a tenure committee for a one-year term, the  
2211 election may be conducted concurrently with the election of individuals seeking a two-  
2212 year term, with the two-year and one-year terms determined by vote totals.  
2213

2214 Conversely, in years when the college has more tenure committee members expecting  
2215 to continue serving the second year of a two-year term than will be needed, due to a  
2216 reduction in the number of committees required, the members chosen to continue their  
2217 terms will be determined by the number of votes received by each individual during  
2218 the original academic unit or at-large election. Therefore, in the manner prescribed by  
2219 RIT Tenure Policy, records of the election process, complete with the number of votes  
2220 received by each individual, must be kept on file in the Office of the Associate Vice  
2221 President.  
2222

2223 J. Administrators Serving on Tenure Committees  
2224

2225 Administrators with faculty rank are members of their home departments and are  
2226 eligible to serve on tenure committees and vote for representatives the same as other  
2227 faculty. However, an administrator should not sit on a tenure committee reviewing a  
2228 candidate from within the academic unit for which the person serves as an  
2229 administrator. In cases, where administrators provide a recommendation to the  
2230 President as part of the parallel administrative review process, serving on a tenure

2231 committee could be perceived as a conflict. The implication of this policy is that if an  
2232 administrator is elected to a tenure committee, either the first or second year of his/her  
2233 term may need to be served by an alternate. Assignment of tenure candidates to review  
2234 committees has historically been random within the College of NTID. This stipulation  
2235 will enable the College to continue the tradition of random assignment because, if a  
2236 candidate is assigned to a committee on which his or her chairperson is serving, the  
2237 chairperson will be replaced by an alternate.  
2238

2239 K. Uniformity

2240  
2241 The President/Dean of NTID will bring together all tenure committees in a given year  
2242 to review process and procedures in order to ensure uniformity.  
2243  
2244

2245  
2246  
2247  
2248  
2249  
2250  
2251  
2252  
2253  
2254  
2255  
2256  
2257  
2258  
2259  
2260  
2261  
2262  
2263  
2264  
2265  
2266  
2267  
2268  
2269  
2270  
2271  
2272  
2273  
2274  
2275  
2276

APPENDIX E  
INTERPRETING SIGN LANGUAGE PROFICIENCY INTERVIEW RATING SCALE<sup>8</sup>

It is the position of this Communication Task Force that faculty peers and administrators need only address two questions in developing their judgments regarding an individual’s sign language skills:

1. Has an individual fully met the Institute expectations?
2. If not, has the individual made acceptable progress toward the goal? It may be deemed appropriate in light of other qualifications and given extenuating circumstances to accept other than the stated level at the time of the evaluation with the expectation that the individual will achieve that level of sign language in the reasonably near future.  
It is to be judged whether an individual’s professional development effort up to the time of the review documents a sustained and good-faith effort, as well as whether an individual’s SLPI rating suggests he or she will meet the Institute’s expectations.

The issue of sufficient documentation will probably always remain primarily a judgment call (e.g., has there been sustained participation and effort within a defined professional development plan, or spotty participation over time, or “last-minute” rush to attempt to meet expectations, etc.). Nevertheless, these judgments should be guided by the intent and spirit of the recommendations.

If an individual does not attain the expected rating on the SLPI by the time of review for tenure, and if it is determined by those conducting the review that it is appropriate to assess progress rather than current level of achievement, the question arises, “What rating is considered to be close enough to indicate that, with additional sustained effort, he or she would reasonably be able to successfully attain the expected rating in the near future?”

We make the following recommendations for interpreting achievement of SLPI ratings:

SLPI RATING SCALE – Tenure Review and Promotion to Associate Professor	
Superior Plus	
Superior	
Advanced Plus	
Advanced	Meets Institute expectations.
Intermediate Plus	Acceptable if candidate shows good progress toward Advanced rating; must be accompanied by strong evidence of a variety of ongoing efforts to improve performance.
Intermediate	Generally not acceptable. (See pp. 29-30)
Survival Plus	Not acceptable regardless of job responsibilities.
Survival	
Novice Plus	
Novice	

2277

<sup>8</sup> Reference to Communication Task Force Report, pp. 29 and 30.

APPENDIX F  
RIT INSTITUTE POLICY ON SCHOLARSHIP – E4.0.4, Section b

**b. Scholarship**

*While teaching is the foremost activity of the RIT faculty, faculty are expected to engage in significant scholarship as measured by external disciplinary and professional standards as acknowledged by department and program practices of faculty review.*

*(1) “Scholarship” at RIT will encompass four elements:\**

*Scholarship of discovery: When faculty use their professional expertise to discover knowledge, invent, or create original material. Using this definition, basic research as well as, for example, the creation of innovative computer software, plays or artwork would be considered the scholarship of discovery.*

*Scholarship of teaching/pedagogy: When faculty engage in the scholarship of teaching practice through peer-reviewed activities to improve pedagogy. Using this definition, a faculty member who studies and investigates student learning to develop strategies that improve learning has engaged in the scholarship of teaching.*

*Scholarship of integration: When faculty use their professional expertise to connect, integrate, and synthesize knowledge. Using this definition, faculty members who take research findings or technological innovations and apply them to other situations would be engaging in the scholarship of integration.*

*Scholarship of application: When faculty use their professional expertise to engage in applied research, consultation, technical assistance, policy analysis, program evaluation or similar activities to solve problems. This definition recognizes that new intellectual understandings arise out of the act of application.*

*(2) The top priorities for scholarship at RIT are to enhance the education of our students and our institutional reputation. Faculty engaged in either sponsored or unsponsored scholarship in any of the four areas defined above are expected to disseminate the knowledge acquired in these endeavors through normal scholarly means.*

*(3) All four aspects of scholarship are important for RIT, and must be recognized, valued, supported, and rewarded in the tenure, promotion, and merit salary increment processes in each unit.*

*(4) All tenured and tenure-track RIT faculty must be actively participating in the scholarship of their disciplines. There will be considerable variation, however, in the amounts of scholarship in which different faculty engage within the same departments and colleges, as well as throughout the Institute. Along with institutional service and student advising, proportions of professional time devoted to teaching and scholarship will be determined by individual faculty Plans of Work.*

2325 *(5) RIT will continue to fund faculty professional development for the benefit of RIT,*  
2326 *including discretionary seed funds to assist in the initiation of faculty research programs.*  
2327 *Ongoing faculty and graduate student research programs, however, must be supported*  
2328 *through external funding\*\*.*

2329  
2330 *(6) While RIT will accept externally-funded proprietary and classified projects, knowledge*  
2331 *acquired through such projects must be available within a reasonable timeframe for wider*  
2332 *dissemination through publications, classroom teaching, or application to other projects.*

2333  
2334 *\*These definitions of “Scholarship” have been partially paraphrased and modified from*  
2335 *definitions used by the American Association for Higher Education.*

2336  
2337 *\*\* With regard to this requirement, as a federally-funded college of RIT, some of NTID’s ongoing*  
2338 *research efforts are funded from the federal appropriation in accordance with the mission of the*  
2339 *college. Faculty who work on these research projects may receive funding from the NTID research*  
2340 *budget.*

2341  
2342

APPENDIX G: DEFINITION OF CREATIVE WORK

2343  
2344  
2345  
2346  
2347  
2348  
2349  
2350  
2351  
2352  
2353  
2354  
2355  
2356  
2357  
2358  
2359  
2360  
2361  
2362  
2363  
2364  
2365  
2366  
2367  
2368  
2369  
2370  
2371  
2372  
2373  
2374  
2375  
2376  
2377  
2378  
2379  
2380  
2381  
2382  
2383  
2384  
2385  
2386  
2387  
2388  
2389  
2390

The candidate should define his/her role in the creation of the work in terms of whether it is a solo or collaborative project, and whether it was commissioned, invited, or submitted. International and national exposure or circulation is considered more significant than regional, and regional is more highly regarded than local. Evaluation of an artistic achievement will include reviews by scholars in the field and other outside evaluators solicited by the committee. Evidence includes but is not limited to the following:

1. A portfolio which reveals significant and developing achievement in the field/s of specialization. Evidence of creative work (artistic works, films, electronic media productions, literary or dramatic works, designs, invitations, or exhibitions) may be submitted in any of the following ways: critical reviews, printed color images, slides, videotapes, DVD and CD, or any other current technology.
2. Participation in exhibits may be solo or in group format. Solo participation may be invited or curated. Group participation may be invited or curated, juried or open, as follows:
  - An invited exhibition, solo or as a member of a group, will typically occur as a result of a personal invitation from a nationally or regionally recognized gallery or museum.
  - A curated exhibition, solo or as a member of a group, is an exhibition of the candidate's work, which is reviewed by an individual curator or exhibition committee for exhibition in a gallery or museum, a university exhibition space or a non-profit artist's space. Typically, the exhibition curator establishes a theme and seeks artists whose work is appropriate to the theme. Invitations to submit work for review may come from advertisements, personal contacts with artists, or other curators. Artists typically submit a set of slides, an artist's statement, and resume.
  - A juried show is an exhibition where the selection process includes the artist's submission of slides/CD that match a particular theme or medium and payment of a submission fee. The exhibition venue may hire an outside curator to jury the work. Jurors vary by experience and reputation. An artist's work achieves greater recognition if the juror is well known and represents a recognized institution or gallery and if the artist wins a prize and/or the exhibit provides a catalogue.
  - An open show is one in which there are no requirements set for acceptance other than one's membership in a group. All work is accepted since no review process exists.
3. Commissions/Freelance activities
4. Gallery affiliations
5. Grants
6. Honors & awards

APPENDIX H

RIT INSTITUTE POLICY ON SERVICE – E4.0.4, section c

2391  
2392  
2393  
2394  
2395  
2396  
2397  
2398  
2399  
2400  
2401  
2402  
2403  
2404  
2405  
2406  
2407  
2408  
2409  
2410  
2411  
2412  
2413  
2414  
2415  
2416

*c. Service*

*While teaching and scholarship are important faculty responsibilities, services performed by faculty members are an indispensable part of the Institute’s daily life. Faculty members at all ranks are expected to provide some forms of service to the Institute, the college, the department and their professional community. They are often encouraged to provide service at different levels and areas of the Institute.*

*Service includes working with students and colleagues outside the classroom, such as might be found in college and Institute committee work, student advising and student activities as well as linking the professional skills of members of the faculty to the world beyond the campus.*

*RIT values all forms of faculty service. Typical faculty service activities include but are not limited to the following: committee work at the departmental, college, or Institute level; improving RIT’s program quality, reputation and operational efficiency; advising a student group; development of new courses and curriculum; service to the faculty member’s professional societies, such as reviewing articles, organizing professional conferences, or serving a professional organization.*