

**Tenure & Promotion
and RCF Promotion Reviews
in the College of Education:
The Mechanics of
Faculty Success**

A Quick Tour of Faculty Success

- **Faculty Success operates in two parts**
 - **Your Faculty Success record**
 - Accessible Year-Round
 - The “storage cabinet” for everything about you
 - Organized thematically
 - **The Faculty Success Workflow**
 - Utilized for T&P Review, Annual Merit Evaluation, Sabbatical Leave Applications & Part-Time Instructor Evaluation
 - The place where you build your dossier file for T&P review
 - Accessible in late August/early September for T&P review
 - Includes 2 pre-loaded reports and places to add everything that is describe in the guidance documents for T&P review

Things to Check and Things to Input

- **Your Faculty Success record includes a number of data elements that are imported from other UA information systems dating back to 2012**
 - Information about your faculty appointment
 - Information about your degrees
 - Course enrollments
 - Course syllabi
 - SOI reports
 - Information on your grants and contracts that were processed by the OSP

NOTE: Most of these records do have fields where you can edit/add data

If something is wrong with any of these data that you cannot correct, contact David Hardy.

Things to Check and Things to Input

- For many people, the record also will include data that was input by collaborating faculty members prior to December 2022.
 - Only the “owner” of the entry – the person who created it – can edit or delete it
 - If you see things that need to be changed, it is your responsibility to contact your collaborator and get the corrections made
 - Be very careful not to input duplicate records – Check to see if someone else has put in the data before you
- **All other information will need to be input by you**
 - It is very good practice to keep up with this throughout the year
 - Most data records have space(s) for you to provide narrative, add documents, or provide additional “pick list” data – It is to your advantage to make each record as complete as possible
 - Each activity should be place in your record **ONCE** in the section that it best fits – Don't put the same information in multiple sections

Helpful Tools

- From the main Activities page in Faculty Success, you can access a comprehensive online guide
- The system will allow you the ability to do imports of data from your CV
- The system will allow you to import publication citations from several different data sources
- From the Reports menu, you can run draft versions of the T&P and Merit Evaluation reports any time
- The Office of Academic Affairs has provided a number of useful guides and manuals in UA Box at <https://alabama.box.com/s/jrga7hx2712qlkbq4i639r04450873il>
- For questions about how to work in Faculty Success or where to put information, contact David Hardy for assistance

About the Faculty Success T&P Workflow

- The Faculty Success *Workflow* is the system used to move your dossier documents and the evaluations of them through the RCF Promotion, T&P and Progress Review processes
- Opens in late August or early September for T&P review
- Generates two reports called *University Promotion and Tenure Vita* and *Education Vita* – Essentially the same but more information in the *Education Vita*
- Step one should always be to review these reports for accuracy and completeness
- If you make changes, additions or deletions to your record, you **must refresh** both of these reports in order to include your updates

About the T&P Faculty Success Workflow

- It is in this Workflow that you add the following documents:
 - Purpose of the Review
 - Original Appointment Letter
 - Personal Data Sheet
 - Faculty-generated CV
 - Summary of any SOI reports for courses prior to 2012
 - Candidate Narrative
 - Three (3) sample publications – Should be those sent for external review in tenure and promotion decision years
 - Up to 5 other supporting documents
 - Upload of all prior years' Faculty Success T&P submissions
 - **NOTE: All but the additional supporting documents are required.**
Please submit all as PDF files.

About the RCF Promotion Faculty Success Workflow

- It is in this Workflow that you add the following documents:
 - Purpose of the Review
 - Original Appointment Letter
 - Personal Data Sheet
 - Faculty-generated CV
 - Summary of any SOI reports for courses prior to 2012
 - Candidate Narrative
 - Supporting Materials – *MUST* include the documents that were sent out for external review
 - See guidance on dossier content at <https://education.ua.edu/wp-content/uploads/2023/08/Education-implementation-Process-for-Renewable-Contract-Faculty-August-2019-1-1.pdf>
 - **NOTE: All are required. Please submit as PDF files.**

About the Faculty Success Workflow

- If you are being reviewed for promotion to a higher rank and/or tenure, the Senior Associate Dean will upload external review documents (hidden)
- Once you have submitted your dossier to the Workflow, it will be routed through various evaluators
- Each will send you a review letter via email or interoffice mail
- If you disagree with the letter or think something was misunderstood, you can submit a rebuttal letter to the reviewers who will take it into consideration and respond to you
- Once each step is complete, the evaluators will upload these documents to Faculty Success and send them to you for final review and acknowledgment
- SUGGESTION: It is a good idea to download and save the dossier at each step in the process or, minimally, at the starting point and the ending point

2nd, 3rd & 5th Year Review

Explanation of Other *

Reappointment Review

Template Diagram

Select a step to review and edit its configuration.

- ✔ Process Completion Enabled
- Linked to future step
- ⏪ Linked from preceding step

Configuration

Security



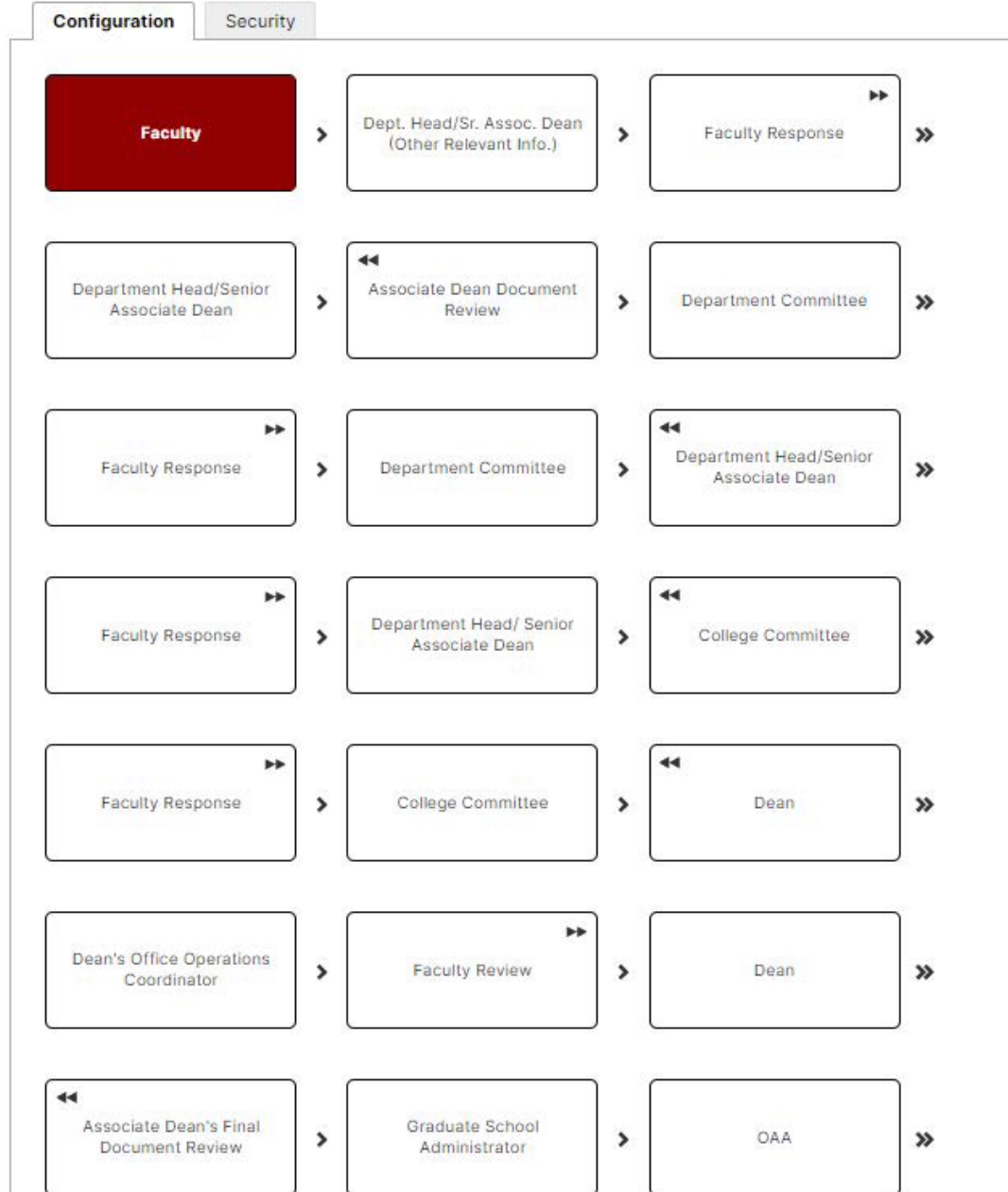
4th Year Provost Review

Template Diagram

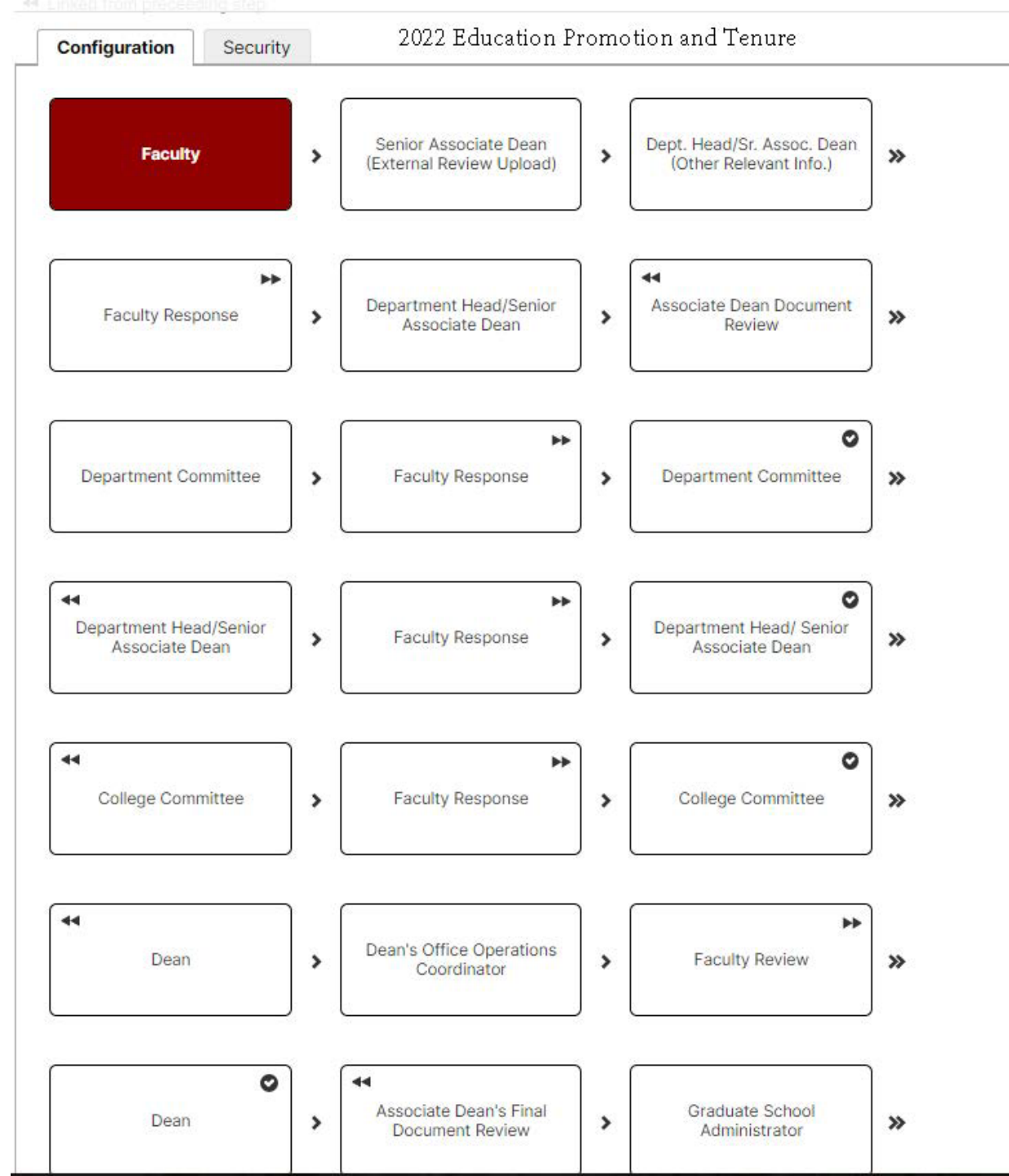
Select a step to review and edit its configuration.

2022 Education Mandatory Provost Probationary Faculty Review

- ✔ Process Completion Enabled
- Linked to future step
- ⏪ Linked from preceding step



Promotion and Tenure Review



RCF Promotion Review



Tenure-Track Submissions – Required Elements

1. Statement/Letter of Intent

2. Original Appointment Letter

3. Personal Data

4. Faculty Generated CV

5. SOI Summary Report for courses prior to 2012

Tenure-Track Submissions – Required Elements

6. Candidate Narrative

(6 page maximum, single spaced, 12 pt font)

The Candidate Narrative should reflect the candidate's norm obligations in **Teaching**, **Research**, **Service** and **Administration** (if applicable).

7. Sample publications (At least 3. For tenure/promotion, include 3 that were sent for external review.)

8. Other Supporting Materials (if applicable)

Tenure-Track Submissions – Required Elements

9. Upload of all prior Faculty Success T&P Review submissions.

****Note: Candidates may include, within their Other Supporting Materials, a PDF file containing a citation list of books that are available for review in their department office.**

RCF Promotion – Required Elements

1. Purpose of the Review

2. Original Appointment Letter

3. Personal Data

4. Faculty Generated CV

5. SOI Summary Report for courses prior to 2012

RCF Promotion – Required Elements

6. Candidate Narrative

For Clinical Faculty, the Candidate Narrative must include a section on **Academic Citizenship** and sections on two of the following:

- **Instruction**
- **Impact on Practice**
- **Administration**

For Research Faculty, the Candidate Narrative must include a section on **Academic Citizenship** and a section on **Research** a section on Research that includes discussion of the items listed in the “Implementation Guidelines for the Promotion of Renewable Contract Faculty in the College of Education” document.

RCF Promotion – Required Elements

7. Supporting Materials (including the documents sent for external review)

****Note: Candidate Narrative and supporting materials should not exceed 200 pages.**

Candidates may include, within their Other Supporting Materials, a PDF file containing a citation list of books that are available for review in their department office.

Questions?