

<p style="text-align: center;">College RPT Committee Member Guide to NC State's Reappointment, Promotion and Tenure (RPT) Process</p>

As an NC State faculty member, you should be familiar with the [Academic Tenure Policy](#). This document resides in the university's [Policies, Regulations and Rules \(PRR\) system](#). It can be accessed in that system or from the Provost's web site under Promotion and Tenure. This policy describes the procedures by which decisions are made concerning appointment, reappointment (term used to describe an Assistant Professor 1st Term going to Assistant Professor 2nd Term), promotion and conferral of permanent tenure at NC State.

The remainder of this guide will not address initial appointments, but

- reappointment to Assistant Professor 2nd Term
- promotion to Associate Professor with conferral of tenure
- conferral of tenure to an Associate Professor (hired at this rank without tenure from outside NC State)
- promotion from Associate Professor to Professor

You should consider as required reading the [Process Description](#) found on the Provost's web site in order to get the big picture. It is an annotation of **SECTION 6, PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, PROMOTION, AND CONFERRAL OF TENURE** in the Academic Tenure Policy. It is a good idea to read this before you begin serving on your college's RPT Committee and take particular note of section 6.4.4. and the annotation following it.

Refresh your understanding of the [Statement of Mutual Expectations](#) and the standards and procedures documented in your [College RPT Rule](#). Take particular note of your role in the [Written Assessments, Recommendations and Responses in RPT](#). You should focus on your college RPT standards and procedures. You should also address the degree to which it is clear that the department review maintained its relevance to departmental standards and procedures. The committee's written assessment must reflect the complete range of observations expressed about the quality and impact of the faculty member's accomplishments, both positive and negative.

The written assessment must follow the RPT Dossier Format outline, i.e. record the section header number and name followed by the assessment. It is not to be in memorandum format, i.e., a memo addressed to an individual or group.

The college committee must not vote on an incomplete dossier. It should be returned to the Dean to be completed prior to any discussion and vote.

In addition to the things mentioned above, [FAQs](#) and a set of [Terminology](#) are designed to help answer your questions. However, these may not meet all your needs, so make sure you know your college's administrative support person for RPT. Along with your Dean, this person should be your first contact for questions for which you cannot find answers on the web site.

The Provost's Office holds [sessions](#) to provide information about the RPT process. You are very welcome to attend one of these sessions. Your college may offer something similar.