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| <p style="text-align: center;">Departmental Voting Faculty (DVF) Member Guide to NC State's Reappointment, Promotion and Tenure (RPT) Process</p> |
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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 concerning appointment, reappointment (term used to describe an Assistant Professor 1st Term going to Assistant Professor 2nd Term), promotion and conferral of permanent tenure are made at NC State.

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

- 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 every year before you begin reviewing dossiers and preparing for your departmental meeting and vote. DVF members should take particular note of the annotation following section 6.4 and 6.4.3

Refresh your understanding of the [Statement of Mutual Expectations](#) and the standards and procedures documented in your [College RPT Rule and your Department RPT Rule](#). Take particular note of your role in the [Consultation in RPT Review](#) and be prepared to participate in the [Written Assessments, Recommendations and Responses in RPT](#).

Keep in mind, the DVF is comprised of tenured Professors for promotions to Professor and tenured Professors and tenured Associate Professors for all other cases. Professors in the Phased Retirement Program are NOT eligible to vote since they no longer have tenure.

You are to review dossiers relative to your college and departmental RPT standards, meet and discuss the cases, prepare a written assessment that reflects the complete range of observations expressed among the DVF about the quality and impact of the faculty member's accomplishments, both positive and negative, and vote.

The written assessment of the DVF is to be presented by the entire DVF, not just the faculty members who write it. It 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 DVF must not vote on an incomplete dossier. It should be returned to the Department Head to be completed prior to any discussion and vote.

Your Department Head has the primary responsibility for the [scholarly external evaluations](#), but review this information as well.

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 department's administrative support person for RPT. Along with your Department Head, 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 and/or department may offer something similar.