

<p style="text-align: center;">Department and College Contacts Guide to NC State's Reappointment, Promotion and Tenure (RPT) Process</p>
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As a department or college contact/processor, 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.

Each year when you receive the list of mandatory review cases from the Office of the Provost, you should verify that everyone who **must** be reviewed is listed on the College Summary Page. You should verify with your department heads that those listed include all who must be reviewed, and also those they would like to add for review. You should also look at the reappointments of Instructors. The [Academic Tenure Policy](#) (5.1.1.a) reads that Instructors can be appointed for a total of four terms. The number of instructors being reappointed should be submitted to the Office of the Provost.

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.

You should verify the mandatory cases that must be reviewed. See the annotation following section 6.1 in the Process Description for a definition of mandatory.

You are responsible for assisting your Department Heads as faculty go through the process. Assist them in getting adequate information and training on the process. The [web site](#) has all the information that should be needed, but they should also be encouraged to attend university, college or department information sessions about RPT. You will receive an email notification of the University sessions, which are also [announced via the web site](#). Make sure you know your college's submission deadline so you can schedule your departmental process accordingly.

In particular, check the dossier cover page carefully. All applicable information should be on that page. If changes are made, those changes must be reported to the Office of the Provost.

Instructions for assisting faculty members developing their [dossier](#) are particularly important. Your Department Head will let you know the aspects that you should handle. In general, either the Head or you as their designee should make sure the faculty members start well ahead of your departmental submission date so they have time to edit several iterations with feedback from the Department Head and/or you. Help them when appropriate as they work through the [instructions](#) to building their dossier. When the dossier is turned into you, review the document to make sure the guidelines have been followed. If not, you should return the dossier to the Department Head to make the appropriate changes.

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. If you are the department coordinator, so make sure you know your college's administrative support person for RPT. This person should be your first contact for questions for which you cannot find answers on the web site.

Finally, submit the dossier (with the external letters, DVF written assessment and vote, Department Head's recommendation, and optional candidate response, if received) to the dean. The Dean's Office coordinator will review each dossier before submitting to the Dean for his/her assessment and recommendation. The signature of the department head and dean verifies that the contents and format of the dossier are original and in compliance with the Academic Tenure Policy, University regulations, and college and department rules.