

Faculty Member Guide to NC State's Reappointment, Promotion and Tenure (RPT) Process

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 also be accessed 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 continuing to Assistant Professor 2nd Term), conferral of permanent tenure, and promotion are made at NC State. The remainder of this guide will not address initial appointments.

When you are preparing to undergo review for RPT, 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. In particular, note the annotation following sections 6.3 and 6.4.3. Development of the dossier is your responsibility, with assistance from your Department Head and other departmental mentors.

Prior to the initiation of the RPT process, you should already have a [Statement of Mutual Expectations](#) and fully understand the standards and procedures documented in your [College RPT Rule and your Department RPT Rule](#).

Your mandatory review cycle date is determined by your contract end date. The [Review Timeline Information](#) might be helpful in confirming which RPT cycle you are mandated to use. Reviews must be conducted so that the faculty member is notified of the RPT decision no less than one year prior to the contract end date. Because we have one RPT cycle per year, often that requires a candidate to go through the process more than 12 months prior to the end date.

Building the [required dossier](#) can, at first, seem like a monumental task. However, starting the building process immediately upon arrival at NC State or at least well in advance of the departmental submission date, will make the task much easier. [Instructions](#), which include a template, checklist, regulations providing details about specific components, and examples, are provided on the Provost's web site.

In addition to the items mentioned above, Frequently Asked Questions ([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, the administrative support person should be your first contact for answers to questions you cannot find on the web site. You should also know the departmental submission date well in advance.

The Provost's Office holds general informational [sessions](#) to provide information about the RPT process. You should consider attending one of these sessions prior to going through the process. Your college and/or department may offer something similar.