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| <p style="text-align: center;"><b>Departmental Heads</b><br/><b>Guide to NC State's Reappointment, Promotion and Tenure (RPT) Process</b></p> |
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As an academic Department Head, 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 1<sup>st</sup> Term going to Assistant Professor 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

Make sure you know 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 faculty members going through the process. Make sure they get 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.

Your guidance for faculty members developing their [dossier](#) is particularly important. Make sure they start well ahead of your departmental submission date so they have time to edit several iterations with feedback from you. Help them make it crisp and clear, including all necessary information concisely. Help them when appropriate as they work through the [instructions](#) to building their dossier.

You have the primary responsibility for the [scholarly external evaluations](#), so review this information. You should strive for a list of external evaluators, one-half of which is nominated by the candidate and one-half nominated by you in consultation with the DVF. If you have selected multiple evaluators from the same institution, explain why in the required annotated list of external reviewers.

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.

Mentoring your Department Voting Faculty (DVF) members participating in this process is your responsibility as well. 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.

Make sure the DVF written recommendation follows the RPT Dossier Format outline, i.e. record the section header number and name followed by the recommendation. It is not to be in memorandum format addressed to you. It must be in paragraph form. It does not need to include a repetition of the dossier. The evaluative insight of the DVF is most important.

You must not be the one who writes the DVF assessment. If there is a need to correct a misstatement of fact, you should send the statement back to the DVF for correction.

After you receive the assessment by the DVF, prepare your written recommendation. Take particular note of your role in the [Consultation in RPT Review](#) and provide an assessment that will be a valuable contribution to the decision that your Dean and ultimately the Provost will make. It will help to review the information on [Written Assessments, Recommendations and Responses in RPT](#). If an early action is sought, give an explanation why. If the faculty member is being considered for promotion to Professor and has been at the Associate Professor rank for a protracted period of time, include a statement addressing the reason for submission at this time. Ask yourself, "What would I want to know about this faculty member that would help me make this important decision?"

Share your written assessment and the written assessment and tally of votes by the DVF with each candidate and let them know they have five business days to submit an optional written response to the review by DVF and you. Simultaneously, share your assessment and recommendation with the DVF.

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.

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. 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.