

OVERVIEW OF POLICIES FOR FACULTY MANAGEMENT

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INTRODUCTION

The process of faculty management in the College of Business Administration is directed by (1) UNT Policy 13.3 - Departmental Personnel Administration, (2) UNT Policy 15.1.2.1 - Principles and Procedures for Promotion and Tenure, and (3) Section II of the UNT Faculty Handbook. These documents prescribe the university's faculty management policies and procedures and require that each academic department establish a Personnel Affairs Committee (PAC) and a Promotion and Tenure Committee (PAT). In addition to these university directives, the COBA Dean's Guidelines for Promotion and Tenure, individual Departmental Policies on Promotion, Tenure and Faculty Evaluation, Dean's Guidelines for Promotion of Lectures, COBA Policy for Graduate Faculty Membership, University and College New Faculty Orientation Guidelines, COBA Mentoring Program For New Faculty, and the COBA Events and Academic Calendar provide specific policy and procedural guidance for administrating the college's faculty management process. These documents are included in the appendix of this report.

APPOINTMENT, ORIENTATION, AND DEVELOPMENT

Unfilled faculty lines revert to the Office of the Provost and are reallocated based on need. New and replacement faculty lines are requested by the departmental chair. Line requests supported by the dean are forwarded to the provost for approval and funding. The departmental PAC and chair are responsible for advertising and recruiting new faculty in accordance with university policy and Office of Equity and Diversity guidelines and procedures. The college recruits at the national level for tenured and tenure track faculty. The PAC screens candidates, schedules and conducts interviews, evaluates references, and prepares a list of acceptable candidates with an indication of preference. The chair, utilizing his/her own judgment, information from the interview process, and input from the PAC, prepares the departmental list of candidates in priority order. After consulting with the dean, the chair and PAC represent the department in negotiations with candidates. Upon successful conclusion of the negotiation process, the chair prepares an appointment packet including a list of specific items to be included in the offer letter prepared by the Dean's Office. The appointment packet and dean's offer letter are transmitted to the provost for approval. New faculty members are introduced to the university through a comprehensive full day orientation workshop conducted by the Human Resources Department and the Provost's Office. The college and academic departments provide additional orientation sessions. An individual mentoring relationship is established for each new faculty member. New tenure track faculty members are encouraged to apply for a university Junior Faculty Summer Research Fellowship. All faculty members are provided travel funds to present research papers and most faculty receive funding to attend at least one professional meeting per year. Tenured faculty are considered for developmental leaves approximately every seven years.

TENURE AND PROBATIONARY FACULTY EVALUATION

The PAT committee prepares a recommendation for the departmental chair concerning each probationary faculty member who will be completing his/her six year probationary period and for each non-tenured faculty who is eligible to be considered for tenure. These recommendations must adhere to university tenure policy and external review procedures, departmental tenure policy and performance standards, and the Dean's Guidelines for Promotion and Tenure. They must reflect evaluation of the faculty member's performance in the functions of teaching, research, and service. The chair prepares the departmental tenure recommendation (which may or may not agree in all details with the committee report), consults with the committee, and forwards the final recommendation to the dean. After approval by the dean and provost, the recommendations are forwarded to the president for transmittal to the Board of Regents for final approval. Any faculty member receiving an adverse recommendation, at any level of the tenure process, is notified in writing and advised of the procedure for appeal. Probationary faculty are advised, counseled, and evaluated during each year of the normal six year probationary period. This evaluation is conducted and reported in accordance with procedures outlined in the UNT Faculty Handbook and schedules specified in the COBA Events and Academic Calendar.

PROMOTION

A faculty member may request to be considered for promotion and the departmental chair and the PAT committee may nominate candidates for promotion. The PAT committee prepares a documented listing for the department chair of those it considers unequivocally qualified for promotion. These recommendations must adhere to university promotion policy and external review procedures, departmental promotion policy and performance standards, Dean's Guidelines for Promotion and Tenure, and Dean's Guidelines for Promotion of Lectures. They must reflect an evaluation of the faculty member's performance in the functions of teaching, research, and service. The chair prepares the departmental recommendation for promotions (which may or may not agree in all details with the committee report), consults with the committee and forwards the final recommendation to the dean in accordance with schedules specified in the COBA Events and Academic Calendar. After approval by the dean and provost, the recommendations are forwarded to the president for transmittal to the Board of Regents for final approval. Any faculty member receiving an adverse recommendation, at any level of the promotion process, is notified in writing and advised of the procedure for appeal.

FACULTY WORKLOAD AND GRADUATE FACULTY MEMBERSHIP

Each UNT faculty member has a total workload requirement based on his or her effort in teaching, research, and service at the departmental, college or university level. Faculty may choose among three options: (1) Teaching and research both account for a minimum of 30 percent and a maximum of 50 percent of the total workload, with university service accounting for 10 - 20 percent, (2) Teaching accounts for 70 - 90 percent of the total workload, with university service accounting for 10 - 30 percent, (3) Research accounts for a minimum of 50 percent and a maximum of 60 percent of the total workload, with teaching accounting for 20 -

30 percent and university service accounting for 10 – 30 percent. Tenured faculty may, subject to the instructional and service needs of the department, select any of the three options. Non-tenured faculty on tenure track will normally select Option 1 or Option 3. Responsibility for assigning the appropriate workloads rests with department chairs and the dean. Each faculty member, following the procedures set forth in the Faculty Handbook, must file a Total Workload Report at the beginning of each fall and spring semester.

Faculty members with the rank of professor, associate professor, assistant professor, or their equivalent are eligible to be nominated to the graduate faculty. Graduate faculty membership is in one of three categories (I, II, III), each of which provides authorization to participate in specified functions within the graduate program. Membership in a given category is subject to review every four years. The qualifications and responsibilities of the Graduate Faculty are found in UNT Policy Manual, Vol. III, 15.1.5 and The College of Business Administration Policy for Graduate Faculty Membership.

ANNUAL EVALUATION

The university recognizes the need for a performance evaluation system that identifies, assesses, and improves the performance of its faculty. Accumulated systematic annual evaluations of the faculty provide a written record of faculty performance that constitutes an essential part of the information base used in arriving at personnel decisions regarding tenure, promotions, merit salary increases, development leaves, and post tenure review. Faculty members are evaluated annually, based on performance in teaching, research, and service over the most recent three year time period. This information is recorded in each faculty member's personnel file and is collected utilizing the Annual Update Information Form. The PAC prepares an evaluation (Performance Evaluation Form) for each faculty member utilizing University, College, and Departmental policies, guidelines, and procedures. Department chairs formulate their own faculty evaluations and attempt to resolve any differences with PAC evaluations before transmitting the departmental recommendations to the dean. The chair informs each faculty member of his/her evaluation prior to transmittal of the departmental recommendations to the dean. Normally the dean concurs with the recommendations and forwards them to the provost. If the dean can not support the departmental recommendations, an attempt is made to resolve the differences and the department and faculty member are notified of any differences prior to transmission of the dean's recommendations to the provost.