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## September 2018 Newsletter to Department Heads and Chairs

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Vice Provost Rebecca Ropers <noreply.vpfaa@umn.edu>

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### Vice Provost for Faculty and Academic Affairs

September 15, 2018

Dear Chairs, Heads and Directors:

Welcome to the new academic year! In my role as vice provost for faculty and academic affairs, I look forward to supporting your leadership in the coming year. Toward that end, I occasionally send newsletters with reminders and resources that I hope you will find useful. September's newsletter includes information on the Promotion and Tenure Process, Workshops to Prevent Sexual Misconduct, and Faculty Development.

#### **Promotion and Tenure Processes**

As you know, promotion and tenure reviews are a year-long process. At this point in the year, many chairs and heads are facilitating the department-level review. Here are a few thoughts related to this process:

The University has a license for a [confidential electronic voting system](#). If you'd like to use this system for your departmental vote, please visit [vote.umn.edu](http://vote.umn.edu) for more information and contact Jaelyn Adair ([berg1282@umn.edu](mailto:berg1282@umn.edu)) in our office if you have questions.

As you write your letter and, in some cases, advise your colleagues on writing the department report, please keep a few things in mind:

- Please make every effort to align your assessment with your unit's 7.12 statement. Every year, some of the letters describe expectations that are not included in the unit's 7.12 statement. To ensure that our evaluation processes are fair and transparent, please articulate the rationale for your decisions in light of your unit's explicit expectations.
- If there are negative votes, please make sure they are explained in the report. That helps a great deal with subsequent levels of review.

As you are reviewing your P&T files, please take the opportunity to identify faculty who could be nominated for [internal or external awards](#). In particular, I hope to expand the diversity of our internal awards recipients, and ask for your help in that endeavor.

#### **Your Role in Preventing Sexual Misconduct**

You should have all received an invitation to [participate in workshops](#) this October addressing academic leaders' roles in preventing and responding appropriately to sexual misconduct. I urge you to attend so you can be knowledgeable about your critical role in this process. I hope that most of you will never have to deal with the fallout of sexual harassment in your units, but I know that many of us will (or already have). Be in touch with Cecilia Mazumdar Stanger ([mazu0065@umn.edu](mailto:mazu0065@umn.edu)) in our office if you have questions about the sessions.

#### **Faculty Development**

One of the most important roles chairs, heads and directors have is supporting the development of our faculty. Please make sure your faculty know about the [New Faculty Program](#) that features development opportunities related to teaching, research, public engagement and career

advancement and leadership. Also, please encourage all of your faculty, post-docs and graduate students to claim their free membership in the [National Center for Faculty Development and Diversity](#). Nearly 2000 people from around the University have already taken advantage of this resource and have found it valuable in helping them excel in their scholarly work.

With sincere appreciation for your leadership,

Rebecca

Rebecca Ropers  
Vice Provost for Faculty and Academic Affairs  
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