

To: College of Arts + Architecture Faculty
From: Interim Associate Dean for Academic Affairs Lynne Conner
RE: Updated and Amended Five-Year Plan Guidelines for Faculty
Date: Fall 2022

College of Arts + Architecture Five-Year Plan Guidelines for Faculty

Five-Year Plan Policy

RPT: New guidelines concerning the requirement that all tenure-line faculty members develop a five-year plan for their Reappointment and Promotion to Associate Professor dossiers were adopted by the UNC Charlotte Deans Council in Spring 2022. For information on this requirement see [The Academic Personnel Procedures Handbook, Section C](#): “The Review for Reappointment, Promotion and Conferral of Permanent Tenure Standards for Review” states the policy under the “Determinations and Documentation Reviewed by the Provost” subsection:

Supporting documentation accompanying each positive determination to be reviewed by the Provost must include:

1. AA Form-20: Reappointment, Promotion, and/or Conferral of Permanent Tenure;
2. The required Affirmative Action Memorandum ([Form AA-27](#)) signed by the department chair in the capacity as Unit Affirmative Action Officer;
3. An up-to-date curriculum vitae prepared by the candidate;
4. The candidate’s self-assessment;
5. The recommendation of the Department Review Committee addressing teaching, research and service;
6. The determination of the Department Chair addressing teaching, research and service;
7. The recommendation of College Review Committee addressing teaching, research and service;
8. The determination of the Dean addressing teaching, research and service;
9. Any rebuttals by the faculty member if there was a negative determination by the Chair and/or Dean.
10. Copies of annual evaluation letters to the candidate for the period since the last appointment, reappointment or promotion decision for the candidate;
11. **Candidate five-year plan**;
12. Letter from secondary unit (if applicable);
13. External evaluations for cases involving promotion and/or tenure. See [Appendix L. RPT External Review Letters and Record](#).

The requirement for a five-year plan is also included in the [Reappointment Promotion and Tenure Checklist](#).

TFPR: Established guidelines concerning the requirement that a tenured faculty member who undergoes a Tenured Faculty Performance Review (TFPR) develop a “five-year plan” are articulated by: a) the UNC System Administration; and b) by UNC Charlotte:

- a. The *UNC Policy Manual*, Section 400.3.3.1[G] (amended 6.20.14), titled Guidelines on Performance Review of Tenure Faculty, contains the following statement:

At the beginning of the post-tenure review cycle, the faculty member shall develop, “in consultation with the department chair” or school director, a five-year goal or plan. This plan can be modified annually by the faculty member, in consultation with the department chair, as deemed appropriate by changes in

institutional, departmental, or personal circumstances. This plan should indicate milestones aligned with annual performance evaluations.

- b. The [UNC Charlotte Academic Procedure: Tenured Faculty Performance Review](#) contains two references to the five-year plan. The Section titled “Initiating the Review Process” states the following:

The faculty member should discuss with his/her department chair a five-year plan consistent with the expectations of post-tenure review. This plan can be modified annually by the faculty member, in consultation with the department chair, as deemed appropriate by changes in institutional, departmental, or personal circumstances. This plan should indicate milestones aligned with annual performance evaluations.

The Section titled “Review File” also states that the TFPR “file” must contain: “a current five-year plan and set of goals with related milestones.”

Five-Year Plan Process

A faculty member scheduled for RPT review or TFPR is required to develop, in consultation with the department chair or school director, a five-year plan that concerns the time period commencing with the next academic year. The five-year plan will then become part of the evidence used in annual performance reviews during the five-year period covered in the plan. The use of the plan in annual reviews gives the Chair or Director the opportunity to provide substantive feedback to a faculty member as they move toward their next scheduled RPT review or TFPR. The UNC General Administration and UNC Charlotte policies agree that five-year plans may be “modified annually by the faculty member, in consultation with the department chair, as deemed appropriate by changes in institutional, departmental, or personal circumstances.” The content of the five-year plan should address a faculty member’s “goals” and “related milestones” with regard to research activity, teaching and service, and should include the following:

- 1.) research (including creative, community-engaged, and traditional publication-based research activity) goals and objectives over a five-year period.
- 2.) teaching goals and objectives over a five-year period.
- 3.) service goals and objectives over a five-year period.

¹ Units have the option of asking all faculty members to develop five-year plans at the start of their employment (rather than just at the Reappointment and Promotion stages). The plan would be a valuable tool for untenured faculty as they seek to define their path toward tenure and ensure that their scholarship/creative activities match unit RPT standards. This would require a vote of the faculty to approve the extension of this requirement to all tenure line faculty.

Sample Five-year Plan for 2023-2028

Note: A typical plan is 2-3 pages in length.

Research Activities (including creative, community-engaged, and traditional publication-based research activity)

List accepted monograph, journal articles, industry publications, blogs, etc. with projected or known publication dates.

List manuscript submission plans. Identify when and where you plan to submit manuscripts, with the goal of writing x number in the five-year planning period (2023-28).

List exhibition commissions or self-exhibiting projects with projected or known exhibition venues and dates.

List exhibition submission or self-exhibiting plans. Identify when and where you plan to submit, with the goal of having x number in the five-year planning period (2023-28).

List community-engaged collaborative projects with projected or known venues and dates.

List community-engaged collaborative projects submission plans. Identify when and where you plan to submit, with the goal of having x number in the five-year planning period (2023-28).

List production commissions or self-producing projects (actor, dancer, musician, director, conductor, designer, choreographer, dramaturg, etc.) with projected or known production venues and dates.

List production (actor, dancer, musician, director, conductor, designer, choreographer, dramaturg, etc.) submission or self-producing plans. Identify when and where you plan to submit or self-produce, with the goal of having x number in the five-year planning period (2023-28).

List accepted regional/national/international conference presentations, papers, plenary addresses, panels, workshops (etc.) with projected or known conference venues and dates.

List submission plans for presentation at regional/national/international conferences. Identify when and where you plan to submit with the goal of giving x amount of conference presentations in the five-year planning period (2023-28).

Teaching

Fall 2023: list projected courses

Spring 2024: list projected courses

Fall 2024: list projected courses

Spring 2025: list projected courses

Fall 2025: list projected courses

Spring 2026: list projected courses

Fall 2026: list projected courses

Spring 2027: list projected courses

Fall 2027: list projected courses

Spring 2028: list projected courses

Service

University: existing and projected committee and service project activity with titles and dates

College: existing and projected committee and service project activity with titles and dates

Community and/or Discipline: existing and projected committee and service project activity with titles and dates

