**STOCKTON** UNIVERSITY | CENTER FOR TEACHING & LEARNING DESIGN

**Overview of PRC Responsibilities**
Original content: CTLD 2020
Updates: Kerri Sowers Fall 2025

CTLD

# Today's Session

1. Important Resources
2. PRC & LPC Composition
3. PRC Procedures
4. PRC Expectations
5. PRC Feedback & Decisions
6. Faculty Plan
7. File Evaluation
8. Other Considerations
9. Confidentiality
10. Questions

# Important Resources

- [Locally Negotiated Agreements](#)
- [Faculty & Library Faculty Evaluation Procedure MOA](#)
- [Faculty Evaluation Policy (University Standards – section 6.00 and 10.0)](#)
- [School & Program Standards](#)
- [NTTP MOA](#) (2023), [NTTP Peer Review Addendum](#) (2023) & [NTTP Addendum](#) (2024)
- [Covid MOA](#) (valid through 2026)
- [Online Course MOA](#)
- [Personnel Actions Calendar](#)
- [Summary Due Dates](#)

# PRC Composition

- Made up of all tenured members of the program

- Minimum of 3 tenured faulty

- Programs with ≥10 tenured members
  - At least 7 PRC members elected for a term of 2 years by secret ballot and simple majority
  - Programs with distinct groups of faculty may have separate PRCs within the program

- Programs without 3 tenured faculty
  - Dean and Chair select tenured faculty from related disciplines to serve
  - Subject to approval from majority of program faculty

- PRC members applying for promotion or range adjustment cannot serve on the same level of review, but can serve for other personnel reviews within the program

# LPC Composition

- Made up of all tenured members of the library

- Minimum of 3

- LPC members going for promotion cannot serve on the LPC that year

- If there are less than 3 tenured librarians, the Director of the Library, in consultation with the librarians, will select faculty from the Library Committee of the Faculty Senate to meet the 3 required members
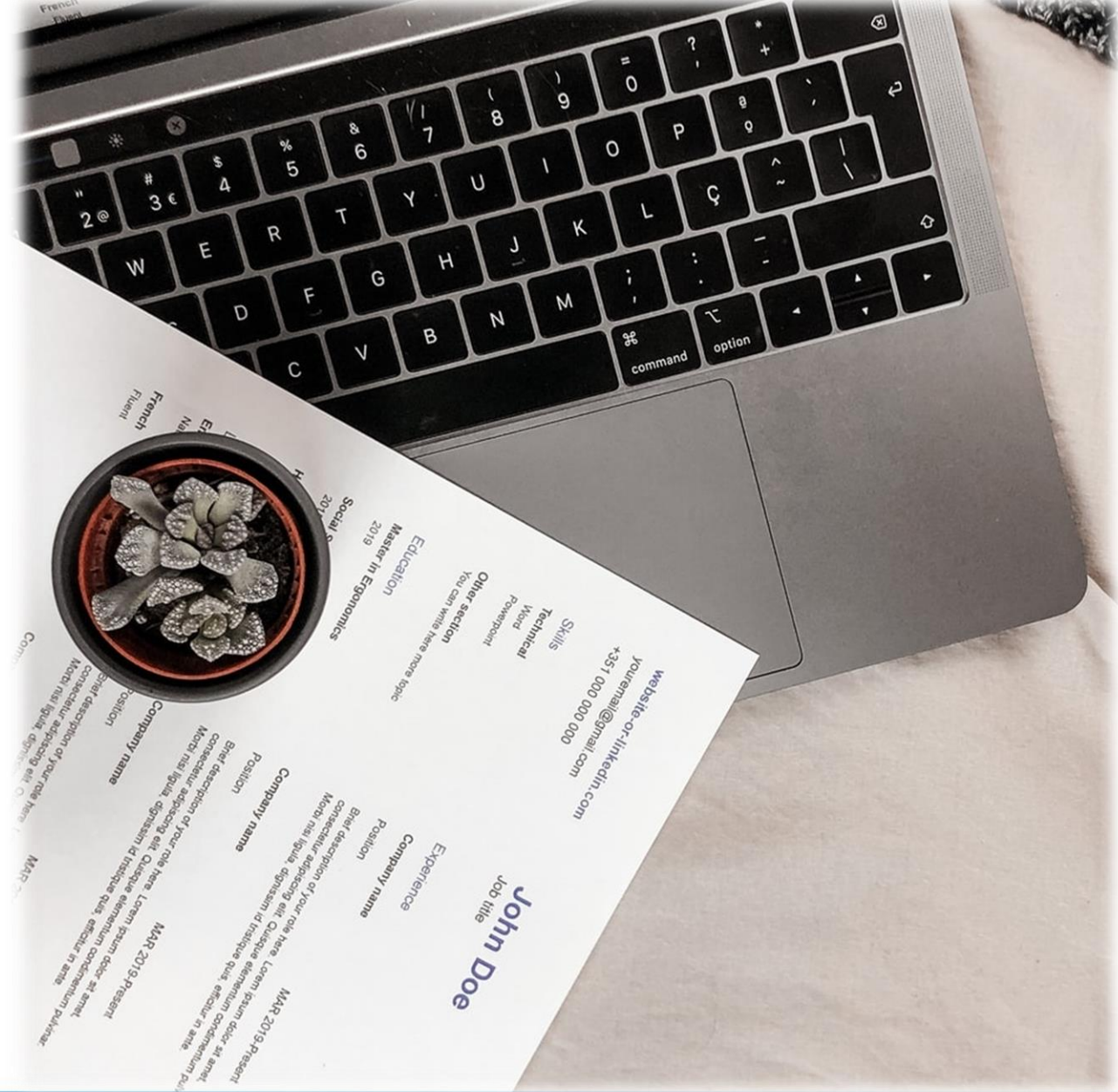
# PRC Chair

- Program Chair/Director serves as the PRC Chair (program can delegate this role to another)
- PRC Chair duties
  - Coordinate PRC meetings
  - Present or assign other PRC members to present files
  - Record votes
  - Supervise construction of letters
  - Ensure letters and signature pages (decision/feedback) are submitted to staff for upload
  - Arrange feedback meetings when appropriate

# PRC/LPC Expectations

- Access the online [Portal](#)
  - Review all files and contents
  - Acknowledge review of each file
- Expectations:
  - Thoroughly review all materials
  - Fair/objective assessment based on the standards
  - Actively participate in PRC/LPC meetings/discussions
  - Vote
  - Contribute to letter writing
  - Maintain confidentiality

# PRC Meeting Pilot Extended

- Pilot for PRC meeting modality extended for AY 25-26 (see email from the Provost's Office on 9/2/25)

- PRC chairs should hold a blind vote to determine how it will meet to review files:
    - This vote should take place before October 10th
    - Choosing to go virtual for one or more meetings during the academic year will require a 2/3 majority to pass
    - PRCs may choose to hold multiple votes with discussion in between, to address any concerns and move towards consensus; the last vote will stand as final
    - PRCs may also meet virtually to take this vote

- **ALL feedback meetings with candidates are still in-person, unless the junior colleague requests a virtual meeting.**

- All PRCs meeting virtually must follow guidelines about confidentiality listed below:
    - Virtual meetings must be held on a secure platform that is password protected with additional security (such as a waiting room).
    - All attending PRC members must be in a private, secure setting and fully participate through both video and audio.
    - Absolutely no recordings of the video, audio, or chat may be taken – work with ITS Help Desk to disable recording chat files.
    - Electronic votes may be taken using an electronic voting system, including polls in Zoom or third-party providers (destroy any incidental records of the vote(s) after the PRC letter has been signed).
    - All digital files must be protected and cleaned; only PRC members should have access to a draft PRC letter; the final letter must be clean (all tracked changes are resolved, comments are deleted, and any other identifying information is removed).

# PRC/LPC Important Dates AY 25-26

- Promotion & Reconsideration (PRC & LPC)
  - **PRC & LPC:** Files available to read 9/19...**letters due 9/30**
- Range Adjustment (PRC & LPC)
  - **PRC:** Files available to read 1/13...**PRC letters due 2/3**
  - **LPC:** Files available to read 1/6...**LPC letters due 2/10**
- Faculty Year 1, 3, 4, and XIII-D (PRC)
  - Files available to read 2/3...**PRC letters due 2/17**
- Faculty Year 2, all NTTP, all PT, XIII-O (PRC)
  - Files available to read 1/2...**PRC letters due 1/13**
- Library Faculty Year 1, 2, and PT (LPC)
  - Files available to read 1/2...**LPC letters due 1/20**
- Library Faculty Years 3, 4, and 5 (LPC)
  - Files available to read 1/27...**LPC letters due 3/3**
- Faculty Year 5 (PRC)
  - PRC - Files available to read 2/3...**PRC letters due 2/10**

# PRC/LPC Feedback & Decisions

**Feedback**

**Decision**

# Faculty Plan



- Discussion begins in first semester for Year 1 tenure track faculty
- Draft in second semester of year 1
- Plan completed by first precepting date, fall semester, of the second year
- Remember…the Faculty Plan is not a contract - it is a personal guide to meeting the Standards

# Evaluation of Files

- The file should be evaluated in relation to the standards...not to others in the program
- Evaluations for promotion or range adjustment can only consider information since the last positive personnel action (getting tenure without a promotion does not count towards this)
- Review the standards for the appropriate rank/position and consider individual position requirements (NTTP, instructor, PT, etc.)

# More Important Considerations

- Tenure year and any negative decision years are reviewed by FRC/LPC, Provost, and President
- Tenure & Promotion are two separate votes
- Report the vote in a letter explaining PRC/LPC recommendations
- Must be signed by all participants who voted – PRC/LPC members who disagree with the vote or letter may submit a separate letter
- Candidates have a right to a rebuttal at any stage of the review
- Decoupling
- Covid-19 MOA (IDEA spring 2020, peer observation AY 19-20 for reconsiderations)
- Online Course MOA
- NTTP MOA – page limits and peer observation

# Confidentiality & Conflict of Interest



- All materials and procedures of the PRC are confidential!
- Disagreements with majority vote or any process – can submit separate letter
- Cannot abstain from the vote
- Can choose to use secret ballot (yes/no only and number of ballots must match)
- May not generate peer letters (except unique situations such as peer observation or co-authorship/shared creative work)
- Recusal
- Assistance with/feedback for rebuttal letters

Questions?