

F. Materials Required for Packet for Promotion & Tenure

Updated February 2014, September 2015

Professional Track Faculty for Promotion ONLY:

Faculty seeking promotion from Instructor to Assistant Professor will prepare a brief portfolio stating how they meet the criteria for Assistant Professor. This portfolio is reviewed by the Dean of that school and a recommendation is made to the Provost. There is no penalty to the faculty member if the promotion is not obtained.

Faculty seeking promotion from Assistant to Associate Professor will prepare portfolios for review by the University's Promotion and Tenure Committee. Professional track faculty meet the same standards for professional competence and citizenship as tenure track faculty but modifications are made for professional scholarship. Professional faculty need to submit only one external letter of evaluation of scholarship. There are no penalties if promotion to Associate rank is not obtained. Professional track faculty are not required to apply for promotion to associate status. They are not eligible for tenure. Please see [C – Faculty Scholarship](#) in the Employee Handbook for examples.

Tenure, Tenured Track and Professional Track Faculty for Promotion & Tenure:

1. *Copy of letter of intent originally sent to the Provost.
2. *Curriculum Vitae (as specified on separate sheet)
3. *Summaries of pre- or post-tenure reviews: copies of last 5 annual evaluations for first-time P&T consideration. (tenure and tenure track only)
4. *Candidate's self-assessment of his/her teaching, scholarship, and citizenship 12 pages, double-spaced maximum)

5. Evaluation of Teaching

- student ratings for last 4 semesters (will be provided by the Office of the Provost)
- *list of all courses taught over the last 4 semesters, including Summer Session. Indicate those rated by students and the two courses chosen for peer evaluation
- course evaluation (including observation) from 2 colleagues, sent directly to P&T Chair

6. Evaluations of Scholarship

- candidate chooses and contacts potential evaluators. P&T provides a letter of instructions and a summary of scholarship expectations; candidate sends a current CV
- candidates for Associate and/or tenure need a total of three evaluations, one of which may be internal. Candidates for Associate Professor in the Professional track only need one external letter of evaluation of scholarship.
- candidates for Professor need a total of four, one of which may be internal
- because evaluations are confidential, they are sent directly to the P&T Chair who may contact evaluators, at the committee's discretion

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- *list of evaluators' names and addresses should be submitted with the packet

7. Evaluation of Academic Citizenship

- letter from committee chairperson, sent directly to P&T Chair
- letter from colleague either within or outside the University community, sent directly to P&T chair

8. Letter from School Dean to P&T Committee, addressing teaching, scholarship, and citizenship.

The P&T Committee foresees that the total packet *supplied by the candidate* would range from 40 to 50 pages. The Committee requires that the packet be submitted in an inch high loose leaf binder. *Please do not place any materials in plastic sleeves.* The Committee will limit its judgment to the above materials, but reserves the right to ask the candidate for clarification or for further documentation.

*items supplied by candidate

Outline for Curriculum Vita (include dates wherever appropriate)

1. Higher Education
2. Current and Previous Positions: Academic, Administrative, Professional, Other
3. Teaching Experience, Including Areas Taught
4. Scholarships and Fellowships
5. Distinctions, Honors, Awards
6. Books and Monographs/Creative Work/Performances
7. Refereed Publications/Juried or Invitational Exhibits
8. Unrefereed Publications/Other Exhibits
9. Scholarly Presentations at Professional Conferences
10. Invited Lectures (external)
11. Grants and Sponsored Programs (indicate your role)
12. Professional Memberships and Offices Held
13. University and Department Committee Memberships
(indicate by * any committee which you have chaired)

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14. Additional University and Department Service

15. Community Service

SUGGESTED OUTLINE FOR EVALUATION OF A FACULTY MEMBER BY A SCHOOL DEAN

In addition to the letter of recommendation from the Dean written in consultation with the department chairperson or assistant dean, the last 5 annual evaluations from the Dean and/or Chair must be included. If the Dean finds there are discrepancies between these evaluations and his/her recommendation, these should be addressed in the letter. The Dean should address the specific criteria in the Handbook for the rank and/or contract status to which the faculty member is applying (See Criteria Applied to Faculty Ranks).

- I. Professional Competence (See Criteria for the Assessment of Full-Time and Pro-Rata Faculty Members)
 - A. Teaching effectiveness
 1. Knowledge of the subject matter
 2. Enthusiasm
 3. Ability to lead discussion and answer questions
 4. Other
 - B. Course development
 1. Objectives and evaluations
 2. Organization and planning
 3. Use of study guides, classroom materials, media, etc.
 4. Other
 - C. Service to Students
 1. Academic and other advising
 2. Supervision of field experience (if appropriate)
 3. Other
- II. Scholarship (See Criteria for the Assessment of Full-Time and Pro-Rata Faculty Members)
 - A. Academic development during the past year
 - B. Attendance at and/or presentation of workshops
 - C. Membership and offices held in professional organizations
 - D. Research and/or publications
 - E. Other
- III. Academic Citizenship (See Criteria for the Assessment of Full-Time and Pro-Rata Faculty Members)
 - A. Committee Responsibilities
 1. Within the Department
 2. In the University

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- B. Participation in Activities
 - 1. Extracurricular activities in the Department
 - 2. Activities in the University
- C. Activities outside the University

SUGGESTED OUTLINE FOR EVALUATION OF A FACULTY MEMBER BY A TEACHING PEER

This peer evaluation process is applicable for both pre-tenure review and for promotion and tenure.

- Candidate chooses **two different courses** to be evaluated and **chooses two evaluators**, one for each course.
- One evaluator is anyone of the candidate's choosing, the other is to be selected from the published pool of peer evaluators.
- Peer evaluators can review a maximum of 2 candidates per semester.
- Evaluators review the syllabus and candidate's approach to teaching with the candidate before the evaluation.
- Evaluators attend class meetings, the number to be negotiated between evaluators and the candidate.
- Evaluators assess the candidate's teaching effectiveness (See Criteria for the Assessment of Regular Faculty Members).
- Evaluators may meet with the candidate after this assessment, if desired.
- Evaluators send their evaluations directly to the P&T Committee. Copies are not to be given to the candidate.
- P&T Committee members may contact evaluators directly for further clarification and information.
- Be sure to refer the evaluator to the specific criteria in the Handbook for the rank and/or contract status to which you are applying.

A general outline of the points to be covered in the evaluation:

- I. Teaching effectiveness
 - A. Knowledge of the subject matter
 - B. Enthusiasm
 - C. Ability to lead discussion and answer questions
 - D. Other
- II. Course development
 - A. Objectives and evaluations
 - B. Organization and planning
 - C. Use of study guides, classroom materials, media, etc.
 - D. Other
- III. Service to Students
 - A. Academic and other advising
 - B. Supervision of field experience (if appropriate)
 - C. Other

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GUIDELINES FOR EVALUATION OF A COMMITTEE MEMBER BY A COMMITTEE CHAIRPERSON

Be sure you refer the evaluator to the specific criteria in the Handbook for the rank and/or contract status to which you are applying (See Criteria Applied to Faculty Ranks). The letter of recommendation should address the following:

1. A description of the Committee and the candidate's role as a Committee member (e.g. length of time served on the Committee, offices held, etc.)
2. Did (does) the candidate regularly attend meetings?
3. Did (does) the candidate actively participate in discussions?
4. Describe the responsibilities of the candidate on the committee? How were these responsibilities carried out?
5. Were other committee assignments carried out? How well?
6. Given the opportunity, would you recommend re-appointment of the candidate to this committee?
7. Additional comments.

GUIDELINES FOR LETTERS FROM PERSONS OUTSIDE THE INSTITUTION

Guidelines for letters from persons outside the institution will be provided at the P&T workshop held in the spring.

All letters must be sent directly to P&T, and they are treated as confidential.