

Tenure / Promotion Review: 2016-7

- Primary audience for this workshop: faculty going up for tenure and promotion or **promotion only**.
- Secondary audience: faculty who are preparing Mid-Probationary Review, or have completed this review but are not yet eligible for Tenure and/or Promotion.

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The College of Arts and Sciences Tenure and Promotion Statement of Procedures and Criteria includes instructions for the:

- **Candidate**
 - **Departmental Committees (Tenure, Promotion)**
 - **Departmental Chair**
-
- **This report is on the A&S Website**

Resources for A&S Students ▼

Future A&S Students ▼

Resources for Faculty and Staff ▼

› College Faculty

› Faculty Research and Creative
Activities

› Faculty Policies and Forms

› Staff

College Alumni, Parents, and
Friends ▼

Dean's Office

Home

Faculty Policies

The [USA Faculty Handbook](#) specifies policies and procedures that govern all USA faculty. Arts and Sciences College tenure, promotion, and mid-probationary review policies are presented below.

Forms

USA Faculty Policies

Digital Measures

Dean's Office

Tenure and Promotion Policies

Promotion and Tenure Statement of Procedures and Criteria

This document describes the policies pertaining to tenure and promotion in the College of Arts and Sciences. Tenure and Promotion in the College is also governed by the University policies pertaining to tenure and promotion as set forth in the [Faculty Handbook](#).

Note that starting fall, 2014, candidates for promotion and/or tenure will have a portion of their portfolio constructed from data entered into [Digital Measures](#).

Promotion to Senior Instructor Statement of Procedures and Criteria

This document describes the policies pertaining to promotion to Senior Instructor in the College of Arts and Sciences. Promotion to Senior Instructor in the College is also governed by the University policies pertaining to tenure and promotion as set forth in the [Faculty Handbook](#).

Note that starting fall, 2014, candidates for promotion to Senior Instructor will have a portion of their portfolio constructed from data entered into [Digital Measures](#).

STAY CONNECTED



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Time Table

- **Pre-August 22**: Dept. Chair will have appointed Tenure / Promotion Committees and Committee Chairs.
- **By August 22**: Candidate submits:
 - a copy of C.V.,
 - CD/DVD containing copies of creative and/or research materials, and
 - a list of at least five sources of external reviewers to Department Chair.

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- **Curriculum Vitae:**

Use a style that is acceptable in your discipline.

- **Copies of Creative/Research Materials:**

CD/DVD

Tenure: materials produced throughout an academic career

Promotion: distinguish materials produced before and after the last promotion

- **External Reviewers:**

Provide names of persons or institutions.

Describe your relationship with them – cannot have majority friends, former teachers, or co-workers in research.

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	Candidate	Chair of Tenure Committee	Tenured Faculty
External Reviewer 1			
External Reviewer 2			
External Reviewer 3			
External Reviewer 4			
External Reviewer 5			
Minimum of three external reviewers are chosen at least one from each list by Chair of Dept. Promotion or Tenure Committee.			
Names of external reviewers must be disclosed to the candidate.			

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	Candidate	Chair of Promotion Committee	Faculty Higher in Rank
External Reviewer 1			
External Reviewer 2			
External Reviewer 3			
External Reviewer 4			
External Reviewer 5			

**Minimum of three external reviewers; at least one from each list.
Names must be disclosed to candidate.**

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- **By September 5:** Chairs of Departmental Tenure / Promotion Committees contact external reviewers.
- **September 12:** Department Chair forwards a letter, the candidate's C.V., and CD/DVD containing copies of creative and/or research materials to external reviewers.

External reviewers do not comment on teaching, service, or collegiality.

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- **By October 21: Candidate must submit complete Portfolio and Supplementary Materials to the Department Chair.**
- **Candidate's input into the process is usually over by October 21.**
- **Nov. 4: External reviews received by Department Chair are distributed to both the Department Tenure / Promotion Committees.**

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- **Department Tenure / Promotion Committees meet between Nov. 4 & Nov. 29, deliberate, and make recommendations.**

Department Tenure Committee Recommendation Form

Department Promotion Committee Recommendation Form

- **By Nov. 29: Department Tenure / Promotion Committees make recommendations to Department Chair.**

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- **Dec. 9:** Deadline for informing a candidate who applied for **promotion only** of a negative decision by both the Department Promotion Committee and Department Chair.
- **Note:** As of April 2016, the University policy is still under review by Academic Affairs and the Faculty Senate. There may be an additional step introduced around this time.

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- **Jan. 2:** Deadline for the candidate who applied for **promotion only** and who was informed of a negative decision by both the Department Chair and the Department Promotion Committee to **make a written request** that her/his materials be forwarded to the Dean, along with submitting any accompanying **rebuttal statement and summary argument.**

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- **Jan. 9**: Department Chair's recommendation and all of a candidate's materials (Portfolio and Supplementary Materials) are submitted to the Dean by the Department Chair.

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- **Dean submits a candidate's materials to the College Tenure and/or Promotion Committees, who make their recommendations to the Dean.**
- **By March 1, 2017: Dean's recommendation and all of the candidate's materials are submitted to Academic Affairs**
- **The Provost makes recommendations to the President.**

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- **The President makes recommendations to the Board of Trustees.**
- **Decision is made at June board meeting.**

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Preparing Your Portfolio

- **Consider the audience.** Faculty on the college level tenure / promotion committees are not likely to know the specifics of your discipline. Describe, explain.
- **For example, you need to give an idea of the prestige of the journal or performance venue.**
- **Follow 2016-7 Guidelines published on the College Website.** This will be updated once the university policy is finalized (likely by late July).
- **Be neat.**

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Portfolio

- **Use loose-leaf binder with six labeled section-tabs.**
 - Tenure: 10 copies plus original = 11 total
 - Promotion only: 7 copies plus original = 8 total
- **Make sure the binder is deep enough to accept your materials.**
- **If you need an optical disk for supplemental materials, provide a sleeve to store your CD/DVD for each portfolio.**

Label one of the portfolios as **Original**

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- **Six Sections of Portfolio (plus supplementary materials if applicable)**
- **1. Application (you, the applicant, create this)**
- **2. Promotion/Tenure Report (you create this using Digital Measures)**
- **3. Letters from External Reviewers (you create a tab only; your chair supplies the content).**

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- **4. Letter of Eligibility from the Department Chair and Dean**
- **(you create a tab only; Chair and Dean's office supply content).**
- **5. Recommendations.**
- **(You provide a tab only; Department and College Committees supply content).**
- **6. Promotion and/or Tenure Criteria.**
- **(You create a tab and content for this by printing a copy of page 3 of the A&S Statement of Procedures and Criteria and sticking it in the tabbed section).**

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- **Supplemental Materials.**
- **Many of your supplementary materials, such as scholarly presentations, publications, and evidence of your work in teaching, research/creative activities, and service will be uploaded to Digital Measures.**
- **However, DM file sizes are limited to 50 MB per item. If you have documents like recordings or videos that are larger, include them in your original portfolio binder on an optical disk.**

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1.1 Letter of Application

Candidates must include a letter specifying what they are applying for (tenure and/or promotion).

1.2 CV copy you sent to external reviewers

1.3 List of supplementary materials you sent to external reviewers

1.4 List of supplementary materials uploaded to DM.

If this is the same as 1.3, say “Same as 1.3”.

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2.0 Promotion and/or Tenure Report

- **The report has five sections and multiple sub-sections. It must be constructed from a Digital Measures Report.**
- **I. Biographical Information**
- **II. Self-Evaluation Statement**
- **III. Teaching**
- **IV. Professional Development**
- **V. Service**

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II Self-Evaluation Statements

- **A. Teaching (two pages maximum)**
- **Include perceived strengths and weaknesses in both the classroom and working with students. Discuss any courses you've developed or substantially revised (e.g., online versions of traditional courses), or other pedagogical innovations.**
- **Also include a short statement of your teaching philosophy and goals.**

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II Self-Evaluation Statements

- **B. Professional Development (two pages). Provide a summary of scholarly and/or creative activities.**
 - Judge relative worth of creative activities.
 - Assessment of quality of venues where exhibited or preformed.
 - Indicate area or areas of sustained creative activity.
 - Indicate major and original contributions in areas.
- There are ways to empirically document the impact of your work over time (rise in quality of venues, rise in quality of journals, rise in grant support, etc.)
- It is important to place your strongest work in the best light and to provide explanations for gaps, etc. if they are very apparent.

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II Self-Evaluation Statements

- **C. Service (two pages max).**
 - **Give a summary of service activities.**
 - **Indicate if service is professional or non-professional.**
 - **Include offices you may have held.**

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III Teaching

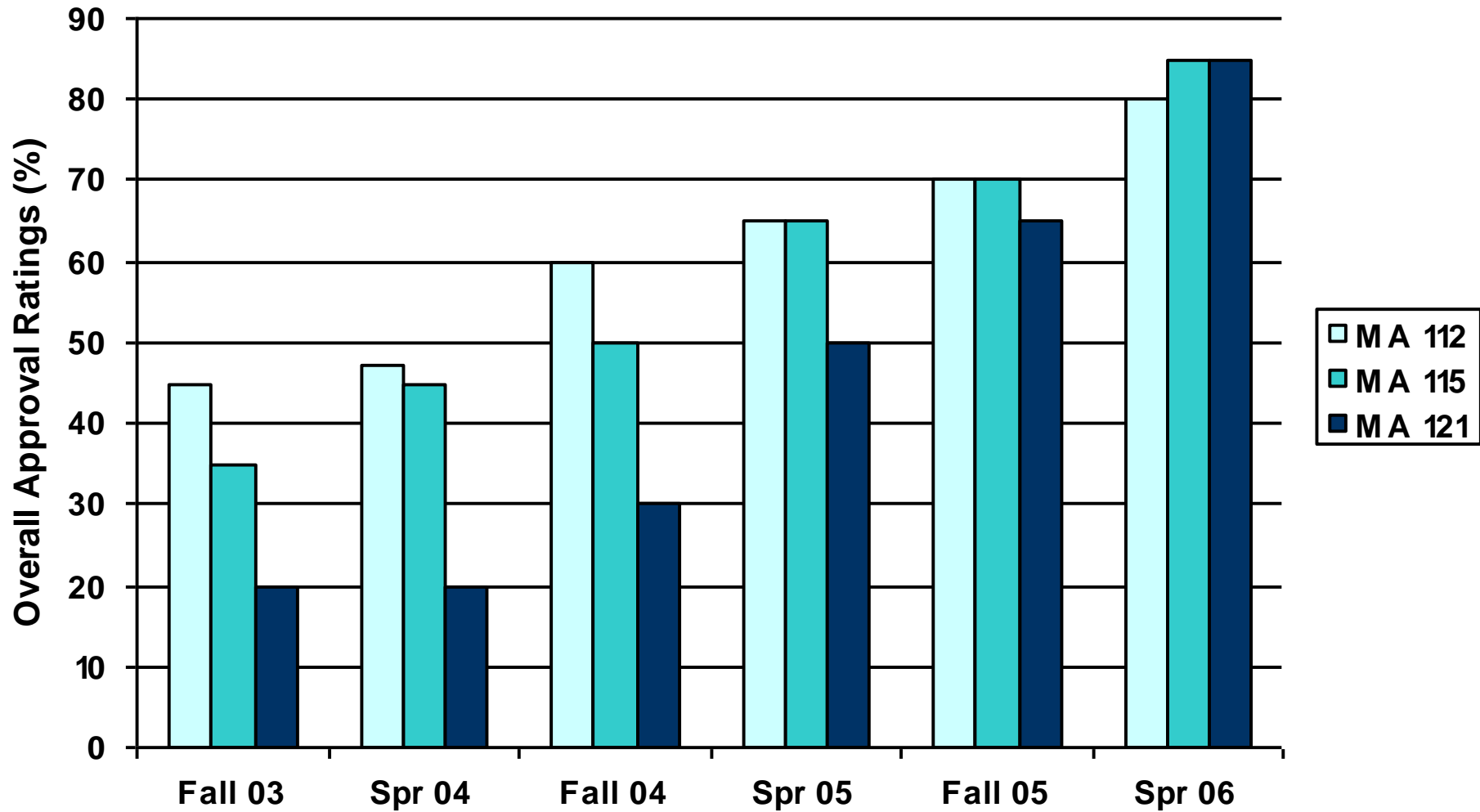
- **III-A List all courses taught at USA during the probationary period or period since last promotion.**
- **Digital Measures will automatically provide tables for this information for all regularly scheduled courses for which you are the instructor of record back to Spring, 2010.**
 - **Courses taught before 2010 must be entered manually.**
 - **If you were not the instructor of record (e.g., some laboratory courses, some Music courses), you must enter the course manually.**

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III Teaching

- **III-B Summarize results of student evaluations for all courses taught at USA using both a narrative and graphs.**
 - **Student evaluations must be uploaded to DM for each section of each course. Your chair should have provided you with these evaluations.**
 - **If your chair does not have them, please ask Dr. Crystal Thomas for them.**
- **For the narrative, Explain low ratings:**
 - E.g., first time you taught the course, or a course with historically low evaluations**
- **Describe strategies used to improve ratings.**

Course Approval Rating



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- Corporate Support for Digital Measures
 - End-user support model.
- College support:
 - 1. Crystal Thomas
 - 2. Eric Loomis