

## Tenure / Promotion Review: 2017-8

- **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.**

## **Tenure / Promotion Review: 2017-8 Resources**

**1. 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 Statement is on the A&S Website**

**2. The Faculty Handbook contains University tenure policies in section 3.11.**

Resources for A&amp;S Students ▾

Future A&amp;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



## Tenure / Promotion Review: 2017-8

### Time Table for Candidate

- **Pre-August 21: Dept. Chair will have appointed Tenure / Promotion Committees and Committee Chairs.**
- **By August 21: 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.

## Tenure / Promotion Review: 2017-8

- **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   |           |                           |                 |
| <p><b>Minimum of three external reviewers are chosen at least one from each list by Chair of Dept. Promotion or Tenure Committee.</b></p> |           |                           |                 |
| <p><b>Names of external reviewers must be disclosed to the candidate.</b></p>   |           |                           |                 |

## Tenure / Promotion Review: 2017-8

|                     | 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.**

## Tenure / Promotion Review: 2017-8

- **By September 1: Chairs of Departmental Tenure / Promotion Committees contact external reviewers.**
- **September 11: 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 20: Candidate must submit complete Portfolio and Supplementary Materials to the Department Chair.**
  - At this point, your input is mostly complete.
- **Nov. 3: External reviews received by Department Chair are distributed to both the Department Tenure / Promotion Committees.**

## Tenure / Promotion Review: 2017-8

- **Department Tenure / Promotion Committees meet between Nov. 3 & 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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- **By January 5: Deadline for the Department Chair to meet with the candidate and inform him/her of the recommendation for promotion, tenure, or both.**
- **The Chair shares his/her recommendation with you. They must give you a copy, and you must sign a form indicating that you received a copy and that you do, or do not, want your application to proceed.**

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- **Jan. 12**: Department Chair's recommendation and all of a candidate's materials (Portfolio and Supplementary Materials) are submitted to the Dean by the Department Chair.
- **Deadline for a candidate for promotion or tenure to include any additional materials supporting his/her candidacy to 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, 2018: Dean's recommendation and all of the candidate's materials are submitted to Academic Affairs**
  - **The Provost makes recommendations to the President.**
  - **The President decides promotion, and makes tenure recommendations to the Board of Trustees.**
  - **Decision is made at June board meeting.**

## Tenure / Promotion Review: 2017-8

### Preparing Your Portfolio

- **Consider the audience. Faculty on the college level tenure / promotion committees are not likely to know the specifics of your discipline.**
  - For example, you need to give an idea of the prestige of the journal or performance venue.
- **Follow 2017-8 Guidelines published on the College Website. Watch for updated version by July 1.**
- **Be neat, be concise.**

## Tenure / Promotion Review: 2017-8

### 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**

## Tenure / Promotion Review: 2017-8

- **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 to run the report)**
  - **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 and put the eligibility letter you will receive this summer under the tab. Your Chair will supply the other letter).**
  
- **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 4-5 of the A&S Statement of Procedures and Criteria and sticking it in the tabbed section).**

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- **Supplemental Materials.**
- **Many or all 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.**
- **Books can be included separately if there is no digital version.**

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## 1.0 Application

### 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”.

## **Tenure / Promotion Review: 2017-8**

### **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.**

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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.**
    - **Work on committees, faculty senate, work with programs or offices (e.g., academic coach, undergraduate research) can be described here.**

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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.**

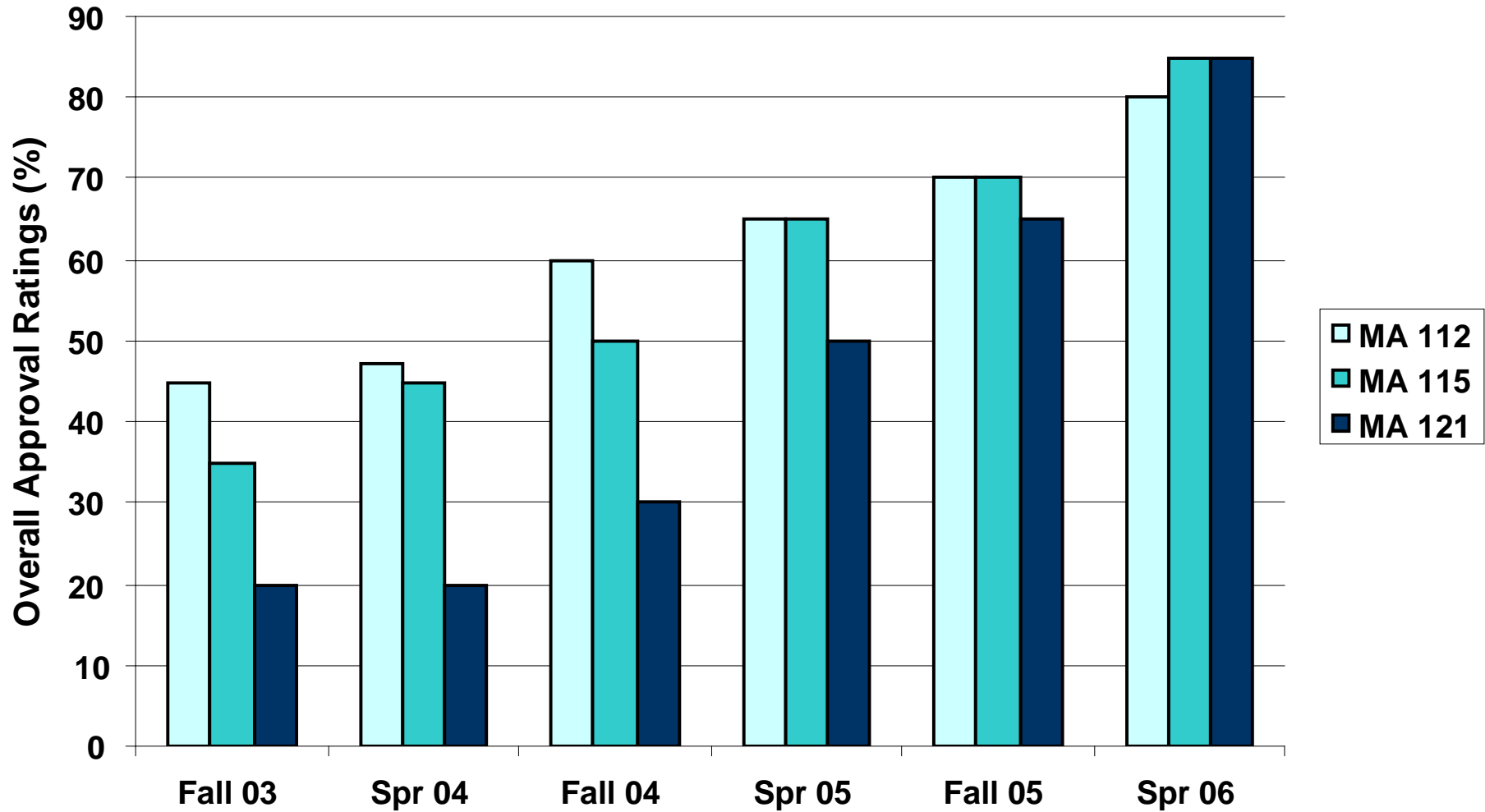


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### III Teaching

- **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