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INSTRUCTIONS FOR
TENURE AND PROMOTION APPLICATIONS
College of Letters, Arts & Social Sciences (CLASS)

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A.   INSTRUCTIONS

1. The candidate must first notify the department chair and dean, via email, of his/her intent to apply for tenure and/or promotion by September 1. This can be accomplished by addressing the email to the chair and copying the Dean. Candidates should specify clearly if they are applying for tenure, promotion (state rank), or both.

2. The complete application package for tenure and/or promotion shall be submitted by the candidate in the Google folder made accessible by Nancy Davis in the Dean's Office.

2. It is critical that the materials submitted by the candidate are deposited in the correct places within the assigned Google folder. The organization of the folders is detailed in the checklist provided in Section B of this document.

3. **The Google folders should not be altered in any way. Do not move or rename any of the folders.**

4. The **checklist** should be completed fully. Candidates should indicate items that do not apply to them with N/A. A copy of the checklist with items checked off or marked N/A should be placed in the first subfolder as indicated below.

5. Use narrative sections to explain and evaluate your work. The narrative sections play an important role in helping evaluators understand your activities and accomplishments. Use these sections to help readers understand information unique to your discipline or field and your duties.

6. In the section on Evaluation of Teaching, report results of evaluation of your teaching using the University-supported instrument. While the actual teaching instrument reports are to be submitted in the notebook of supporting materials, the results should be summarized in this section, in a table.

7. In cases where there are different criteria for scholarship based on the different disciplines or sub-disciplines within a given department, each candidate should clearly indicate at the beginning of the scholarship narrative which criteria are applicable to his/her application.

8. **Ensure that your application and supporting documentation are <u>complete, well presented and organized</u>.** You want committee members to easily find the documents pertinent to their work as evaluators. We encourage faculty to ask trusted colleagues to proofread applications and provide guidance about content.

B. CHECKLIST and FOLDER STRUCTURE

CANDIDATE FOLDER – all subfolders contained within

SUBFOLDER 1 – Primary Materials *(candidate responsibility)*

(a) ____A copy of this checklist

(b)____A copy of the letter (or email) of intent to apply for tenure and/or promotion

(c)____A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy

(d)____A copy of a current curriculum vita

(e)____Candidate self-evaluation on the appropriate University form

SUBFOLDER 2: Supporting Materials *(candidate responsibility)*

Folder 1: Informational Documentation

(a)___Departmental promotion and tenure standards

(b)___Student opinion questionnaire (if administered instead of Explorance Blue)

(c)___Description of department's secondary systematic method of evaluation

(d)___Prior non-tenured annual evaluations and reports (label with year of evaluation)

Folder 2: Teaching Documentation

(a)___List of items included in this folder

(b)___Teaching evaluation instrument report

(c)___Summary data of secondary systematic method

(d)___Peer evaluations

(e)___Representative syllabi for courses taught

(f)___Other documents illustrating teaching effectiveness (sample assignments, notification of awards received, etc.)

Folder 3: Scholarship Documentation *(contents dependent on discipline)*

(a)___List of items included in this folder

(b)___Copies of publications

(c)___Letters of acceptance for accepted/forthcoming publications

(d)___Copies of evaluations for performances, exhibits, etc.

(e)___Published abstracts of presentations

(f)___Other evidence of quality scholarly and creative activities

Folder 4: Service Documentation

(a)___List of items included in this folder

(b)___Evidence of service to the department

(c)___Evidence of service to the college

(d)___Evidence of service to the University

(e)___Evidence of service to the profession (including professionally-related service to the community and other external groups)

SUBFOLDER 3: Recommendations *(college committee and dean responsibility)*

(a)____Department evaluation report with recommendation(s) for tenure and/or promotion, or annual evaluation (uploaded by department chair)

(b)____College evaluation report with recommendation for tenure and/or promotion, or annual evaluation (uploaded by Dean)

(c)____Provost evaluation report with recommendation for tenure and/or promotion, or annual evaluation (uploaded by Provost)