



## ASSEMBLING DOCUMENTATION IN SUPPORT OF TENURE AND PROMOTION APPLICATIONS

*College of Science, Technology, Engineering, and Mathematics*  
Eastern Kentucky University

These guidelines are provided to help faculty of the College of Science, Technology, Engineering, and Mathematics applying for promotion and tenure to assemble the supporting materials to accompany their applications. The college provides separate guidelines for completing the required application form appropriately. **Each candidate should note that lack of appropriate and/or complete data/evidence in support of his/her application may result in a negative recommendation for tenure and/or promotion by the college P&T committee and/or dean.**

### A. INSTRUCTIONS

1. The complete application package for tenure and/or promotion shall be submitted **digitally** in two notebooks. The notebooks will be available in Google drive folders created for each candidate by the Dean's office. Part B of these instructions provides a list of materials to be placed in each notebook.
2. Do not create subfolders in the Google drive folders created for you by the College. All folders are created by the College Designee and owned by the College. Please note that the Office of the Provost is making some adjustments to this process, and you will be notified as soon as the adjustments are complete.
3. While candidates are required to provide evidence in support of their applications, they should bear in mind that quality is more important than quantity. Materials provided in Notebook 1 should not exceed what one would put in a 1½-inch ring binder whereas those put in Notebook 2 should not exceed what one would put in a 3-inch ring binder.
4. Uploaded files must be in PDF format, where possible. Do not upload files in Word, Excel, or PowerPoint. Save Word, Excel, other file formats, web pages, etc. as a searchable PDF where possible.
5. *To obtain access to the Google drive folder, the candidate must first notify the department chair and dean, in writing (e-mail is acceptable), of his/her intent to apply for tenure and/or promotion. This can be accomplished by addressing the letter or e-mail to the chair and copying it to the Dean and the Dean's Administrative Assistant. Candidates should clearly specify if they are applying for tenure, promotion (state rank) or both and must indicate the criteria under which they are to be evaluated. Even though by university policy candidates have up to September 1 to provide the notification, it is recommended that they do so earlier to give themselves ample time to assemble the supporting materials. Candidates can have access to the Google drive folders any time after May 31, 2022.*
6. Each notebook should contain materials listed in Section B of these instructions, in the order listed.
7. Documents should be named without spaces and standardized as follows:



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- i. LastNameFirstInitial\_TabNumberItemNumber\_Content

*For example:*

WiesJ\_2a\_letter of intent

WiesJ\_2b\_terms of appointment

WiesJ\_2c\_CV

8. The checklists should be completed fully. Candidates should indicate items that do not apply to them with N/A rather than leaving these blank (For instance, a tenured candidate applying for promotion to professor will not have any non-tenured evaluations to submit).
9. An explanation should be provided as to how any peer evaluations included in item 3c for Notebook 2 were obtained.
10. Item 5 asks for information on the “amount of time involved in each service commitment”. Candidates are not expected to keep track of every minute spent on a particular service activity. But they should be able to provide information about the frequency and the approximate length of each meeting. For example “The Research & Faculty Development Committee typically meets twice each semester for about one hour per meeting. Two to four hours are required for preparation for each meeting.”

## B. CONTENT OF NOTEBOOKS

*This section provides a list of materials required in the notebooks. The items should be provided in the same order as the checklists. The notebooks shall contain the primary supporting materials reviewed at the department, college and/or university levels. However, candidates should note that departmental policy may require them to submit additional materials for use at the department level. This may include items such as written student comments, teaching portfolios, syllabi of all courses taught, grant proposals, independent studies reports of students supervised, etc. Such “supplementary materials” shall not be forwarded beyond the department but should be kept on file should a question about them be raised by higher evaluating authorities.*

**The google drive folders shall be divided into tabs. Candidates and evaluators should ensure that materials are uploaded into the correct tabs as outlined indicated in the checklists.**

### NOTEBOOK )

TAB 1: \_\_\_\_ CHECKLIST for NOTEBOOK 1 (this document)

**TAB 2: Informational Materials** (*candidate responsibility*)



- (a) A copy of the letter (or email) of intent to apply for tenure and/or promotion
- (b) A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
- (c) A copy of a current curriculum vita utilizing the College of Science, Technology, Engineering and Mathematics' standard format
- (d) The application and self-evaluation on the appropriate University form (i.e., application form)

**TAB 3: Department Evaluation Report SIGNED** (*department committee and chair responsibility*)

- (a) Department evaluation report with recommendation(s) for tenure and/or promotion

**TAB 4: College Evaluation Materials** (*college committee and dean responsibility*)

- (a) College evaluation report with recommendation(s) for tenure and/or promotion

**TAB 5: University Evaluation Materials** (*Provost office*)

- (a) University evaluation report with recommendation(s) for tenure and/or promotion

## **NOTEBOOK 2 (Large Binder)**

**TAB 1: Informational Materials**

- (a) Checklist for Notebook 2 (this document)
- (b) Departmental promotion and tenure standards
- (c) Alternative student opinion questionnaire (if administered instead of eXplorance Blue)
- (d) Description of department's secondary systematic method of assessing teaching performance

**TAB 2: Prior non-tenured annual evaluations and reports** (*candidate responsibility*)

- (a) Prior evaluations (in reverse chronological order)

**TAB 3: Teaching Documentation, as determined by University policy and departmental promotion and tenure standards** (*candidate responsibility*)

- (a) Teaching evaluation instrument report
- (b) Summary data of secondary systematic method
- (c) Peer evaluations
- (d) Representative syllabi for courses taught
- (e) Other documentation of teaching effectiveness

**TAB 4: Scholarship Documentation, as determined by University policy and departmental promotion and tenure standards** (*candidate responsibility*)

- (a) Copies of publications



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- (b) Acceptance letters from editors and publishers for accepted/forthcoming publications
- (c) Copies of evaluations for performances, etc.
- (d) Published abstracts of presentations
- (e) Other evidence of quality scholarly and creative activities

**TAB 5: Service Documentation, as determined by University policy and departmental promotion and tenure standards** (*candidate responsibility*)

- (a) Evidence of service to the department
- (b) Evidence of service to the college
- (c) Evidence of service to the University
- (d) Evidence of service to the profession and professionally-related service to the community and other external groups

*Examples of documentation include, but are not limited to, department/college/university listings of membership on committees, letters from committee chairs, minutes of committee meetings, significant product (e.g. major report) from committee, evidence of effective advising, service-related awards/recognition, service on an editorial board, service as journal/grant reviewer, or professionally-related consulting/community service.*