COMPLETING THE APPLICATION FORM FOR TENURE AND PROMOTION

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

These guidelines are provided to help candidates for tenure and/or promotion to complete the required application form appropriately. The guidelines are based on university policy and experiences with previous applications, leading to both positive and negative recommendations. The college provides separate guidelines for assembling supporting materials to accompany applications for tenure and promotion.

A. PREPARING THE SELF EVALUATION

1. <u>Identify applicable criteria</u>. When changes are made to evaluation criteria, faculty shall have the opportunity to be evaluated for tenure and/or promotion to Associate Professor or Professor under current criteria or new criteria. (Current criteria are those which were in effect on the employment start date as indicated in the formal appointment terms, for up to six years). Consequently, candidates must indicate the selected criteria on the Self-Evaluation of Annual Performance for Non-Tenured Tenure-Track Faculty (4.6.5), the letter of intent for promotion and/or tenure, and the Application for Tenure and/or Promotion cover page (4.6.4).

2. <u>Use the correct form.</u> The appropriate form is titled *Application for Tenure and/or Promotion* and has a revised date of April 2022 in the footer. **IT IS A NEW FORM**. The form may be downloaded from http://policies.eku.edu/policy-464-tenure-and-promotion-forms.

3. <u>Complete the form fully.</u> Do not delete items on the form. If a particular requested item does not apply to your situation, it is better to so indicate by "NA" (for not applicable) rather than deleting the item or leaving it blank. For example, if you don't have any "Additional Graduate Education" respond to this prompt with N/A.

4. <u>Read and follow</u> the guidelines/instructions. While we expect students to follow instructions on work we assign to them, we, as faculty, sometimes forget to live by the same standards. This includes guidelines/instructions on the form, using required CV template, using standardized format for naming files, etc.

5. Provide <u>complete, truthful, and accurate</u> information.

   (a) Provide information, explanation, and assessment concerning teaching, service, and scholarly/creative achievements in the application form. The information should be complete, truthful, and accurate.

   (b) Present the information, explanation, and assessment clearly and concisely. Overly lengthy applications tend to be repetitive, incoherent, and generally do not necessarily serve candidates well. On the other hand, very brief applications may be incomplete in the

sense that there may not be sufficient information or analysis for reviewers to fully assess the work. Avoid the extremes. While being concise, the application should be adequate to present the candidate to reviewers at various levels of the university. Recommended maximum length for each section is provided in the application form.

(c) Make use of the narrative sections to explain and assess your work but not to repeat or summarize information already provided. The narrative sections play an important role in helping evaluators understand your activities and accomplishments in the areas of teaching, research/creative activities, and service. Make use of these sections to help readers understand information unique to your discipline or field and your duties.

6. EKU as an institution considers teaching a high priority. Hence, provide a narrative analysis to help evaluators understand what you have done to be effective in your teaching. As part of this narrative, be sure to **provide** and **analyze** results of evaluation of your teaching from (1) student opinion of instruction [i.e., eXplrorance Blue] and (2) your departments second systematic method of assessing teaching performance.

(a) While the actual reports for each method are to be submitted in the supporting materials folder, the results should be summarized in this section.

(b) Discuss any trends or anomalies observed in the data summarized above.

(c) Discuss what you, students, and others view as strengths and weaknesses in your teaching. Refer to results of previous evaluations and explain what you have done to address perceived problems and needs and to continue to improve as a teacher.

7. All applications should be self-contained. While supporting documentation should be provided and referenced in the application, the application itself should be self-contained. Candidates should not assume that the presence of supporting materials precludes the explanation and assessment of information provided in the application form.

8. Ensure that your application and supporting documentation are complete, well presented and organized. Minimize spelling and typographical errors. It is a good idea to get someone to read over your application before you submit it.

B. SUBMISSION OF APPLICATIONS

1. Submit your application on time. Departments have the right to not accept late applications and the College fully supports them in exercising this right. Departmental P&T guidelines have the specific dates (Sept. 20 for most departments in CSTEM).
2. 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.

3. A checklist that spells out which materials go into which notebook is another resource provided by the college to help candidates prepare their application materials.

4. 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.

5. 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 Notebook1 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.

6. 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.

7. *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 being 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.*