



GUIDELINES FOR PREPARING TENURE AND PROMOTION APPLICATIONS (2023-2024)

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

This document provides candidates for tenure and/or promotion with guidelines for completing the required application form appropriately, assembling the supporting materials to accompany their applications, and submitting the application package.

A. PREPARING THE SELF-EVALUATION

1. Identify applicable criteria. 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. Use the correct form. The appropriate form is titled *Application for Tenure and/or Promotion 2023-2024* and has a revised date of April 2023 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. Complete the form fully. 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. Read and follow 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 complete, truthful, and accurate 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, spacing, and font size 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.
 - (d) Your narrative sections should also address the established criteria for each section and how you meet the criteria.
6. ECU 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 and (2) your department's second systematic method of assessing teaching performance.
- (a) While the actual reports for each method are to be submitted in the supporting materials subfolder 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.



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B. SUBMISSION OF APPLICATION

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. A digital folder made available by CSTEM to applicants via the EKU Google Shared Drive shall serve as the submission portal for the faculty member's organized application and supporting materials.
 - (a) The candidate folder will have two subfolders. Subfolder 1 is for primary application materials and Subfolder 2 is for supporting materials. **Candidates should not create additional subfolders in the Google Drive.**
 - (b) Candidates should prepare and organize their applications materials using their own devices (computers) and then upload them to the Google drive subfolders. **The subfolders are only for submission, not for preparing application materials.**
 - (c) Each level of reviewer (Department, College, Provost) will also have a subfolder in each candidate's folder for submitting their evaluation report.
 - (d) **Access to the subfolders will be removed by close of business on the due date.** Therefore, it important that both candidates and reviewers adhere to established deadlines.
3. Materials that go into each subfolder are outlined in Section C below and also in the checklists (Section E).
4. 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.
5. **Uploaded files must be in PDF format.** Do not upload files in Word, Excel, or PowerPoint. Save Word, Excel, other file formats, web pages, etc. as a searchable PDF where possible.
6. *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 Coordinator. 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 July 3, 2023.***



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C. CONTENT OF SUBFOLDERS

This section provides a list of materials required in the two digital subfolders given to each applicant. The items should be provided in the same order as the checklists. Subfolder 2 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 included in the above subfolders but shall be retained in the department should a question about them be raised by higher evaluating authorities.

SUBFOLDER 1

- (a) ___ Checklist for Subfolder 1 (this document)
- (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 utilizing the College’s standard format
- (e) ___ The application and self-evaluation on the appropriate University form (i.e., application form)

SUBFOLDER 2

(1) Informational Materials

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

(2) Prior non-tenured annual evaluations

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

(3) Teaching Documentation

- (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

(4) Scholarship Documentation

- (a) ___ Copies of publications
- (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

(5) Service Documentation

- (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 of service 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.

D. CONVENTION FOR NAMING TENURE AND PROMOTION DOCUMENT FILES

1. To ensure that the files in each subfolder are systematically organized, applicants from CSTEM are required to use a given file naming convention as shown in the following table. Names of all files in Subfolder 1 will begin with the number 1 followed by the letter of the alphabet identifying the position of the required item on the checklist, last name of the applicant, and a phrase identifying the contents of the file. Example:

1a_Smith_Checklist subfolder 1
1b_Smith_Letter of intent

2. Names of all files in Subfolder 2 will follow the same convention beginning with the number 2. Example:

2_1a_Smith_Checklist subfolder 2
2_3d_Smith_Syllabi

3. Numbers can be added at the end of the file name to identify multiple items of the same type. For example, 2_4a_Last Name_publications_001; 2_4a_Last



Name_publications_002; and 2_4a_Last Name_publications_003 can be used to identify three separate publications.

Alternatively, the publications (or other multiple similar items) can be scanned and combined in one document and the file named 2_4a_Last Name_publications.

4. Review the table below for the documents that should be uploaded to each Subfolder and the naming convention.

Folder Name	Subitems	Document	Document Name
Subfolder 1: Application Materials		a. Checklist subfolder 1	1a_LastName_checklist subfolder 1
		b. Letter of Intent	1b_LastName_Letter of Intent
		c. Copy of initial terms of appointment	1c_LastName_Terms of Appointment
		d. Curriculum Vitae	1d_LastName_Curriculum Vitae
		e. Application and Self-Evaluation on Appropriate Form:	1e_Last Name_Application Self Evaluation
Subfolder 2: Supporting Materials		. Checklist 2	1_LastName_checklist subfolder 2
	1. Informational Materials	a. Checklist subfolder 2	2_1a_Last Name_PT checklist subfolder 2
		b. Departmental promotion and tenure standards	2_1b_Last Name_PT dept standards
		c. Student opinion questionnaire (<i>if administered instead of eXplorance Blue/Watermark</i>)	2_1c_Last Name_student eval questionnaire
		d. Description of department's secondary systematic method	2_1d_Last Name_dept_secondary_systematic_method
	2. Prior non-tenured annual evaluations and reports	a. Annual Evaluations (in reverse chronological order)	2_2a_Last Name_Annual evaluation report_Year 1 2_2a_Last Name_Annual evaluation report_Year 2 etc
		3. Teaching Documentation	a. Teaching evaluation instrument report (explorance blue/Watermark)
	b. Summary data of secondary systematic method		2_3b_LastName_secondary method data
	c. Peer evaluations		2_3c_LastName_peer evaluation
	d. Representative syllabi for courses taught		2_3d_LastName_syllabi
	e. Other document of teaching effectiveness		2_3e_LastName_other teaching documents
	4. Scholarship Documentation	a. Copies of Publications	2_4a_Last Name_publications_001 <i>(note: the 001 at the end should appear sequentially for multiple publications. For example, 001 for first publication, 002 for second publication...) See alternative convention for multiple similar items in Section D3 above</i>
		b. Letters of acceptance from editors and publishers for accepted/forthcoming publications	2_4b_LastName_acceptance Letter_001



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Folder Name	Subitems	Document	Document Name
		c. Copies of evaluations for performances, etc.	2_4c_LastName_performance evaluations_001
		d. Published abstracts of presentations	2_4d_LastName_presentation abstracts_001
		e. Other evidence of quality scholarly and creative activities	2_4e_LastName_other scholarship documents_001
	5. Service Documentation (such as)	a. Evidence of service to the department	2_5a_LastName_service to dept
		b. Evidence of service to the college	2_5b_LastName_service to college
		c. Evidence of service to the University	2_5c_LastName_service to university
		d. Evidence of service to the profession (including professionally-related service to the community and other external groups)	2_5d_LastName_service to profession

E. CHECKLISTS FOR SUBFOLDERS

1. Each subfolder must contain a checklist, copies of which are provided below.
2. Each item on the checklists must be verified by a mark. Any item that does not apply to a particular candidate should be marked by “N/A” (for not applicable) and not left blank.



CHECKLIST for SUBFOLDER 1 (2023-2024)

- (a) ____ Checklist for Subfolder 1 (this document)
- (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 utilizing the College's standard format
- (e) ____ The application and self-evaluation on the appropriate University form (i.e., application form)

CHECKLIST for SUBFOLDER 2 (2023-2024)

(a) Informational Materials

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

2. Prior non-tenured annual evaluations

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

3. Teaching Documentation,

- (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

4. Scholarship Documentation,

- (a) ___ Copies of publications
- (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

5. Service Documentation,

- (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