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## ACADEMIC AND STUDENT AFFAIRS

### TENURE AND PROMOTION GUIDELINES

Final 8-29-18

The following guidance is provided to assist faculty members who are preparing the Tenure and Promotion application. The aim of this assistance is to help faculty colleagues submit clear and effective documents in support of their applications for tenure and/or promotion. Those charged with evaluating such documents will be aided in their efforts to offer a thorough and objective recommendation if the materials submitted thoughtfully represent the candidate's record in a well-organized and reflective way.

Applications of 100 pages or less generally address all appropriate issues and protect key elements from being obscured by tangential information. The evaluators will normally anticipate finding the following items in a faculty member's packet:

- 1) An updated curriculum vitae
- 2) A printed (paper) copy of the Tenure and Promotion Narrative\*
- 3) Evidence pertinent to each of the five areas of contractual responsibility, which demonstrates the pattern of professional growth and effective performance articulated in the narrative\*\*
- 4) Additional evidence and supplemental materials deemed important to the application.\*\*\*

\*A succinct narrative usually proves most clear in its presentation. Typically, a complete and concise narrative can be achieved in ten or fewer pages. It should provide a description of the applicant's role and motivations as a professor along with a succinct summary recounting pivotal milestones in the faculty member's growth and development over the years. The applicant should highlight as well several key examples relative to each of the criteria set out in Article 22 and reflect on successes, places where success fell short of expectations, and efforts and assessments aimed at improvement through the lens of such experiences.

\*\*Normally, it proves helpful when the evidence presented expands upon, illustrates, and explains the faculty member's positive trajectory of professional growth from year to year (referencing PDPs and PDRs). Such growth over a period of time reflects the tenure and/or promotion standards set forth in Article 25 by articulating the sum of one's progress and positive impact over the years. The preparer should consider including as part of this record all class evaluation data, a brief analysis of the data, and reflective comments in light of what the data show as evaluators will likely wish to review this information.

\*\*\*The import of additional evidence, which is best submitted electronically, will be made more readily apparent through clear labeling of files and thoughtful organization.

#### Notes:

- Though digital submissions (not including the narrative) are preferred, faculty members who have already prepared a paper application need not undertake the burden of converting these materials to electronic form. Transition to sole use of electronic files through D2L or a USB drive is the intent, however, over the next few years.
- Please do not use plastic page protectors, unless you need to protect a fragile document.
- The Academic Deans, Associate Vice President of Academic Affairs, and Provost and Vice President of Academic & Student Affairs will happily answer additional questions or offer clarifications. The Center for Professional Development also stands ready to provide helpful guidance and examples.

