

General Instructions for Tenure and Promotion Applications

Policy 4.6.4

This report will serve in evaluating professional performance of faculty seeking tenure and/or promotion.

For the Candidate:

1. All faculty members are responsible for clearly and concisely presenting appropriate information, explanation, assessment, and documentation concerning their teaching, scholarly/creative achievements, and service.
2. All applications should be self-contained and accurate.
3. Supporting documentation should be provided, and applicants should reference the documents in the application. Documents should be well organized to help committee members access them easily.
4. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the applicant's duties.
5. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
6. Cover page information should be complete. Additional rows may be added to tables, as needed, for degrees, job information, etc.
7. The application should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
8. Applicants are strongly encouraged to stay within recommended maximum lengths for each section.
9. Applications should be printed on green paper.
10. Submission of applications shall include all materials required by Policy 4.6.4, page 8 (1a-1f).

For Committees and Administrators:

1. After reviewing the application and supporting materials, the department committee will prepare the Evaluation Report for Tenure and/or Promotion, which assesses the faculty member's performance in each of the three areas, based on Department, College, and University criteria.
2. The department committee's report should clearly and concisely assess performance, referencing relevant documentation and criteria, and should not merely repeat or summarize information already provided. The department committee should write with an awareness that other evaluators less familiar with the faculty member's work and his or her academic discipline will read the report. The report itself should be adequate to present the candidate to college and university levels; additional materials are made available to these committees but are not forwarded with the application. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the applicant's duties.
3. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
4. The report should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
5. The Evaluation Report for Tenure and/or Promotion shall be on white paper and shall not be assembled within the applicant's self-evaluation.
6. The applicant's cover page shall become the cover page of the Evaluation Report for Tenure and/or Promotion.
7. Committees and administrators will provide a recommendation on tenure, promotion, or both on the appropriate signature pages of the Evaluation Report for Tenure and/or Promotion.
8. If a reconsideration has not been requested, the corresponding pages in the Evaluation Report for Tenure and/or Promotion shall be eliminated.
9. All materials required by Policy 4.6.4, page 8 (1a-1e), shall be forwarded to evaluators in the College and University.