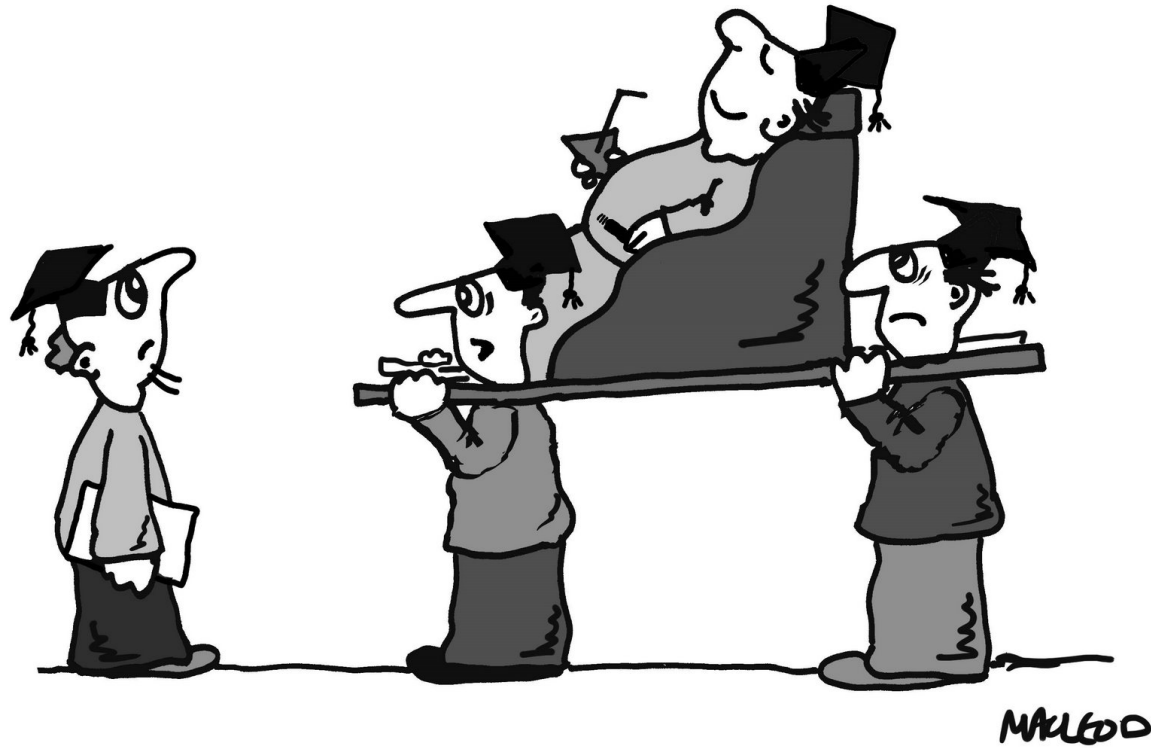


Applying for Tenure and Promotion



"He's been pretty much insisting on this ever since he got tenure."

Dr. William Leeman
Associate Professor of History

Relevant Parts of the Faculty Manual (11/19/2019 edition)

- Statement of teaching, scholarship, and service responsibilities – pp. 13-17
- Pre-tenure Review – pp. 36-37, 142
- Promotion and Tenure Policies – pp. 38-55
- General Review Form – pp. 127-137
- Submission of Materials for Promotion and Tenure – pp. 143-147
- Application Form for Promotion and Tenure – p. 149
- Cover Sheet for Letters of Evaluation – p. 152

Notification to the Provost

- Assistant professors intending to apply for tenure and promotion to Associate Professor must notify the provost of that intention by June 1 (*Faculty Manual*, p. 43).

Organization of the Application

- Basic Documentation
- Evidence of Excellence in Teaching
- Evidence of Excellence in Scholarship
- Evidence of Excellence in Service
- Letters of Evaluation (sent directly to Office of Academic Affairs)

Basic Documentation

- Signed Application Form
- List of Letters of Evaluation
- Table of Contents for Tenure Packet
- Curriculum Vitae
- Rationale for Tenure and Promotion
- Pre-tenure Review Report
- General Reviews/Annual Reports
- Evidence of any Awards, Honors, Fellowships, and Grants

Curriculum Vitae

- Should include the following information:
 - Education
 - Academic Employment
 - Additional Employment (if related to your field)
 - Honors, Awards, and Fellowships (including grants won)
 - Publications
 - Conference Papers and Scholarly Presentations
 - Artistic and Creative Work (if applicable)
 - Courses Taught
 - University Service
 - Professional Service
 - Professional Memberships
 - Community/Public Service
- Be sure to proofread it carefully.

Rationale for Tenure and Promotion

- Begin with an introduction that explains your eligibility for tenure and promotion and describes your academic background.
- Divide into sections for teaching, scholarship, and service.
- Be sure to provide any needed explanations such as time towards tenure from another university, any gaps in employment, any special circumstances, etc.
- Provide context. Remember, the P&T committee members will probably not be familiar with your field, its challenges, your publications, or the workings of your department.
- Have someone else read it and provide input.
- Be sure to proofread it carefully.
- Aim for 25-30 pages, single-spaced.

Evidence of Excellence in Teaching

- All Teaching Reviews by Department Chair and Colleagues
- All Student Evaluations
- Self-assessment of Student Evaluations (either a separate document or as part of your rationale)
- Sample Syllabi
- Sample Writing Assignment/Project Prompts
- Samples of Student Work (graded)
- Evidence of Academic Advising
- Evidence of Mentoring Students in Research (SRyou, Conferences, publications, poster presentations, etc.)

Evidence of Excellence in Scholarship

- Copies of all publications (books, book chapters, articles, encyclopedia entries, reviews, abstracts, online essays, etc.)
 - Be sure to identify which ones are peer reviewed.
- Copies of all conference papers and invited lectures.
- Evidence of artistic/creative work.
- Published reviews of your scholarly/artistic work.
- List of authors that cite your scholarly work.
- Copies of forthcoming publications, papers, artistic work.

Evidence of Excellence in Service

- Office of Academic Affairs list of committee members.
- Minutes from committee meetings.
- Letter/email asking you to serve on a committee/search committee.
- Evidence of service as a student club or sports team mentor.
- Letter/email asking you to serve as a peer reviewer.
- Letter/email of thanks for organizing a conference or panel.
- Letter/email of thanks for serving as a competition judge.
- Letter/email asking you to serve on a government advisory board.
- Evidence of media interviews.

Letters of Evaluation

- Required: Dean, Department Chair
- Minimum of three letters from current/former Salve faculty/administrators. This should include letters from the tenured members of your department. Aim for approximately 15 letters.
- Use letters to support your rationale:
 - Letters that address teaching
 - Letters that address scholarship (especially external scholars)
 - Letters that address service
- Include a list of letter writers with their professional titles at the beginning of your application.
- In your rationale, give the qualifications of your external letter writers.
- Always use the official cover sheet. It's generally a good idea to waive your right of access to the letter.
- Give your letter writers an early deadline and check with the Office of Academic Affairs until all letters have arrived.

Tips

- Don't make the P&T Committee work. Be well organized and clear in putting together your tenure application materials.
- Examine a recently tenured colleague's application materials.
- Don't make the P&T Committee guess – always explain gaps, special circumstances, etc.
- The P&T members probably won't be familiar with your field. It's your job to educate them. Are there any special challenges associated with teaching in your field? How prestigious are the journals you've published in? Are the conferences you've presented at regional, national, or international?
- Show some humility. Acknowledge aspects of your teaching that you need to work on. How are you adapting your teaching based on student or colleague input? How are you addressing any weaknesses in your scholarship?
- Look to the future. What are your goals as a teacher? As a scholar? As a citizen of the university?
- Ask questions. Everyone gets nervous about this process, but you have plenty of colleagues who are happy to support you and help you get through it. Make use of them.
- Don't procrastinate! Expect to spend much of the summer before you apply putting together your application materials.