


Welcome and Thank
you for attending!

Special Requests

1. University Promotion and Tenure Committee Members please keep an eye on the chat box for questions from participants to share anonymously with the presenter by turning your microphone on.
2. To maintain participant confidentiality, all attendants please turn your microphones off and use the chat box for any questions.

Applying for Promotion and/or Tenure!





University Promotion and Tenure Committee: 2022-2023

Stephen Black – College of Humanities

Gregory Hirsch – College of Business & Public Service

Nancy Riggs– College of Math, Science & Engineering


Virgil Franklin – College of Social Science, Performing Arts &
Communication

Frederick Evans – College of Technology

Jill Alsman – College of Health Sciences and Human
Performance

Cassie Flock– Jasper campus

Curtis Coffman– College Dean's Representative



Promotion and Tenure Criteria – Am I eligible to apply?

Review of Criteria for each rank.

(See Promotion and Tenure application document check sheet - handout)

Also: See the University Manual: Section H: Faculty

Ranks:

Instructor

Assistant Professor

Associate Professor

Professor

Tenure (University Manual : Section H: Faculty)

Timeline for Applicants

1. **Immediately** – Notify your department chair and college dean of your intent to apply for promotion and/or tenure.
2. **1st Friday in October, (10/6/23)** – Tenure and Promotion materials are due to department chairs by 12 noon.

You will be notified at the end of the Fall 2023 semester of the University Tenure & Promotion committee's recommendation to the Provost.

Spring 2023 – official notification – Provost to President to Board of Trustees.



Timeline for Department Committees

3. 3rd Friday in October, (10/20/23)

Tenure and Promotion materials and the departmental committee's recommendations due to the Chair of the College Tenure and Promotion Committee by 12 noon.



Timeline for College Committees

4. 2nd Friday in November, (11/10/23)

Tenure and Promotion materials and college committee's recommendations due to the Chair of the University Tenure and Promotion committee by 12 noon.



Timeline for University Committee

5. 2nd Friday in December, (12/08/23)

Tenure and Promotion materials and the University committee's recommendations due to the Provost VP for Instruction by 12 noon.

Document Production Details

a. It is the responsibility of the applicant to produce and copy his or her own application materials. Copying expenses are also the responsibility of the applicant and may be arranged by mutual agreement within the applicant's college.

b. Three copies of the documents are required. one hardcopy and two digital copies loaded onto usb portable drives. Materials are to be delivered manually to the applicant's department chair.

- Proofread your applications.

- Spelling and punctuation matter!!!! This is a professional process and a professional document.





Printed Hard Copy Details

- c.** The original hard copy document should be bound so that there are no loose pages. Either taped binding or a three-ring binder is acceptable.
 - A table of Contents is recommended at the beginning of the application.
 - The application checklist can serve in this capacity.
 - Dividers are highly recommended to separate individual sections from each other.
 - Dividers can also include a summary list of what is in each section thereby making it easier for reviewers to navigate through the application.



Digital Copy Details

- d. Your digital copy will be shared confidentially via Google Drive by the chair of each committee level with that committees members. However, the chair of each committee level will forward all applications manually to the chair at the next level.
- Digital copies must follow the same organization and include the same content as the printed hard copy original.
 - Digital copies must be easily navigable and are highly recommended to be a single pdf document with links from the table of contents to each section and back.



The Role of the Department & College Tenure and Promotion Committees:

Department Committee:

- All proceedings are confidential
- The committee evaluates materials and makes a recommendation for promotion and/or tenure or denial to the college Promotion and Tenure committee.
- The committee considers the application – based on evidence that the faculty member has supplied with a particular emphasis on each criteria in Section III. a-g

College Committee:

- Follows the same process and in addition, hears appeals for denial of the department committee.



Additional Information

- Applicants for promotion may be asked to appear before the Department and/or College Tenure & Promotion Committees, or be asked to provide additional supporting documentation, if appropriate.
- It is, however, not the responsibility of the committees to mentor & counsel the applicants. The responsibility to provide relevant and complete documentation in a timely manner is solely that of the applicant. (University Manual section H: Faculty)

Creating the Promotion or Tenure Application for Submission



The outside cover should include your full name and what the application is for.

Three ring binder size should be 1-3"

ORGANIZE and Edit


- Use tabs or some other organization system with each major section and subsection clearly divided
- Make it easy to find each section, and know what is included in it.
- Digital Copies Must be easily navigated as with the binder copy.



Applying for Promotion vs Tenure

- You may apply for promotion and tenure at the same time. Same Document.
- To apply for tenure you must currently be in a tenure track position and have met the criteria of five years of continuous full time service in a tenure track position.

Note: up to three years of full-time continuous service non-tenure track at VU may be granted toward the tenure track service requirement.



Sections of the Tenure & Promotion Document: **Section I**

Letter of application

The letter is written to the **Chair of the Department Tenure & Promotion Committee**, and it states the status for which the applicant is applying: promotion level, tenure, or both promotion and tenure



Section II – Criteria for Ranking and Documentation

Promotion Applicants – minimum 5 years of service at the current rank for promotion to the next rank (exception 3 years or Masters degree if an instructor).

Tenure Applicants – 5 consecutive years in the department in a tenure track position & currently an associate professor.

Note: The Provost may grant, at their discretion, allowance of up to three years of non-tenure track service toward the five-year continuous service requirement.

Applicants may apply in last required year of service.

See the University Manual for further details.



Section II: (continued)

Criteria for Ranking and Documentation

- Promotion Applicants should restate the status for which they are applying, tell why they qualify for it, and document each item.
- Provide documentation for each claim of professional engagement you cite in your application.

Section II: Examples of Documentation

1. 5 years at current rank?
(Tenure- 5 years in tenure track?)
2. Academic Rank
 - What level are you applying for?
 - How are you achieving it?
 - Degrees and or additional graduate hours?
 - College teaching experience? –
 - Work experience?
 - Include documentation, (proof)!!



Eligibility

If you are applying for promotion to Assistant Professor you should elaborate on one of the following three requirements:

A. State that you have the *MS* or *MA* degree and the discipline in which the degree was completed.

Include a copy of the transcript or diploma, verifying your successful completion of the degree.

Second Example

- B.** State that you have the BS or BA degree and the discipline in which the degree was completed. List the required years of work experience in the discipline, to include the name(s) of the company(ies)/business(es), dates of employment, business address(es), job title(s) and/or describe employment duties.
- Include a copy of the transcript or diploma, verifying your successful completion of the degree, and dated documents for listed employment, on subsequent pages. Employment documents from HR are recommended.

Third Example

C. State that you have the AA, AS, or AAS degree and the discipline in which the degree was completed. List the eight years of related work experience, to include the name(s) of the company(ies)/business(es), dates of employment, business address(es), job title(s) and/or employment duties.

- Include a copy of the transcript or diploma, verifying your successful completion of the degree, and dated documents for the listed employment, on subsequent pages. Employment documents from the HR department are recommended.



Still have questions?


- Review the related sections in the University Manual under Faculty, Ranks and Tenure and Promotion.
- Discuss this with your Department / Program Chair and College Dean.



Section III - Eligibility for Promotion and/or Tenure

Address each of the following. You must provide applicable documentation, especially for items B-F. Items A and G can be documented with a relevant narrative.

- A. Community College Philosophy
- B. Superior Teacher
- C. Advising and Student services
- D. Administrative Responsibilities
- E. Professional Growth
- F. Special Projects
- G. Future Potential



Examples of Types of documentation to include to support : Section III, B-F

- Student Rating of Instruction (survey dig)*
- Notes, letters, emails from students, fellow faculty, etc.
- Lists of advisees
- Faculty annual Summative Performance Evaluations* Include the entire copy of years you supply
- Certificates, CEUs, etc. for continuing education
- Other documents relating to continuing education or special projects
- Excerpts from minutes from a committee showing membership – example: faculty senate minutes, CAAC minutes.



Documentation Considerations

- Be selective. Edit your document for quality of content and include your best and most compelling evidence to support your application.
- Organize your documentation in priority order. Lead with your best and most supportive documentation in each section and scaffold that with related documentation.
- Do not fluff up your application with redundant information. Documentation that can span multiple sections may be cross referenced with discretion.

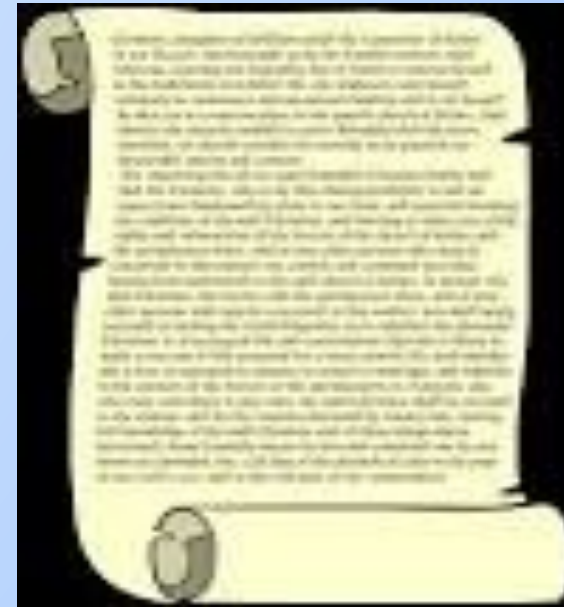


Documentation Considerations (continued)

- Do not include any documentation that could be misinterpreted or be misleading.
- Communicate clearly. Make it obvious that your documentation belongs in each section and that your application is valid and worthy of support.

Section IV.

Senior Faculty Letter – include a letter of support from a senior tenured faculty member.



Section V.

Department Chair Letter – include a letter of support from the applicant's Department Chair.





Summary Checklist

- Review the Tenure and Promotion checklist that **serves as a guide for committee review at all levels.**
- Be thorough, professional, and attentive to detail.
- Make it obvious that your application merits the level of promotion for which you are applying.
- Do not “pad” your application. Clear, well-organized well-edited documentation is essential.



Summary Checklist (continued)

- With digital applications incorporate clickable links to navigate from a table of contents to each section and back to contents page.
- **Consider how you will deliver your applications.** A labeled sleeve, small binder, or folio is recommended for digital applications on USB drives or discs. Always identify all applications with your name.
- Test the speed and navigation on digital applications to avoid any broken links, freeze problems, or excessive access time.



Questions?