



Promotion and Tenure Workshop

May 11, 2020




Purpose

- Provide overview of P&T process & deadlines
- Discuss format & documentation expectations
- Inform applicant of responsibility in the process
 - Showcase accomplishments to support case
 - Ensure clarity and relevance of information
 - Understand different audiences
- Present strategies used to prepare e-Portfolio
- Explain importance of Faculty Handbook
- Share best practices and common pitfalls




Overview of Process

- Recommendations for Promotion and/or Tenure
 - Based on overall professional achievements and expectations of further professional growth
 - Promotion and tenure determined separately
- Portfolio review & recommendation by DPTC, Department Head, Dean, UPTC, VPAA, President
 - Positive decision of ATU Board of Trustees
- Candidate withdrawal & written response (no new information)




Expectations

- It is required that all faculty read the Faculty Handbook
- Empowers each individual faculty member to hold all levels of the review process (DPTC, Department Head, Dean, etc.) accountable
- It is the responsibility of the faculty member to understand the processes and procedures outlined in the handbook
- Don't rely on word of mouth

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Role of the DPTC

- Departmental Promotion & Tenure Committee
 - With department heads, establish guidelines for promotion and tenure
 - Performs annual and mid-term review of faculty
 - Vote on promotion and/or tenure recommendations
 - Provide written feedback on teaching, scholarship, and service
 - Work with faculty in preparation for promotion and/or tenure

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Evidence of Teaching

- Student evaluation summary (inclusion of all end of course evaluations is not necessary)
- Student learning assessment
- Teaching modifications
- Awards and recognition
- Examples of course materials

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Evidence of Scholarly/Creative Activity

- Publications
- Presentations
- Creative activities
- Editorial service for academic journals
- Program review for conferences

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Evidence of Service

- Service to the University
- Service to the college
- Service to the department
- Service to the profession
- Service to the community

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Role of UPTC

- University Promotion & Tenure Committee
 - Vote on promotion and/or tenure recommendations

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UPTC Recommended Portfolio Format

- One PDF Document (preferred) consisting of two sections
- Two Sections
 - Section 1: Application Narrative
 - Section 2: Supporting Documents
- Use bookmarks/tabs for ease of navigation
 - Organize with clear headings
 - A strong portfolio should not typically exceed 500 pages




Portfolio Section One

- Application Narrative
 - Memo of Application Identifying Request (tenure and/or promotion)
 - Letters of Support
 - Vita
 - Previous Annual Evaluations and Midterm Review
 - Argument



Argument

- Argument for promotion and/or tenure
 - Approximately 10 pages
 - Summarize work that supports application
 - Make the case for granting of promotion and/or tenure
 - Demonstrate commitment to continuous improvement
 - Highlight support of department, college, and University mission



Portfolio Section Two

- Supporting Documentation (presented in reverse chronological order by section)
 - Evidence of Teaching
 - Evidence of Scholarly/Creative Activity
 - Evidence of Service
- Examples Evidence: See Faculty Handbook, *Faculty Evaluation, Promotion and Tenure Policies and Procedures Section, Portfolios, Workload and Weighted Evaluations*
- Consult DPTC for appropriate documentation to include in portfolio



Role of Others in Review Process

- **All others provide formal written recommendation supported by rationale**
- **Department Head (DH):** Works with DPTC to identify guidelines for evaluation
- **Dean:** Communicates with DH & DPTC to ensure consistent standards of evaluation and places individual accomplishments and qualifications of faculty in a context of departmental, program, and college needs
- **VPAA:** Clarifies standards for evaluation of all faculty with DH, Dean, & DPTCs and reviews applications from a broader scale while also considering unique characteristics across departments
- **President:** Conducts review with a broader scope while considering unique characteristics that may be present across departments




Deadlines – Applicants

- **September 25, 2020 (TENTATIVE)**
- All promotion and/or tenure electronic portfolio applications due by **NOON, CDT**
 - Faculty Handbook Selection is Irrelevant ALL Promotion and/or Tenure Applications are due by NOON, CDT
 - No exceptions



Deadlines – Department Heads & DPTC

- **September 25, 2020 (TENTATIVE)**
 - Department Head (Dean if applicant is a Department Head) uploads electronic portfolios to I Drive Promotion and Tenure Repository by **5:00 p.m., CDT.**
- **October 9, 2020 (TENTATIVE)**
 - DPTC (when appropriate) forwards recommendation(s) to Department Head by **NOON, CDT.**
- **October 9, 2020 (TENTATIVE)**
 - Department Head uploads the DPTC recommendation(s) to the appropriate applicants' folder on I Drive by **5:00 p.m., CDT.**




Deadlines – Department Heads

- **October 23, 2020 (TENTATIVE)**
 - Department Head uploads recommendation(s) for applicant(s) to appropriate folder on I Drive Promotion and Tenure Repository by **5:00 p.m., CDT.**




Deadlines – Deans / UPTC

- **November 6, 2020 (TENTATIVE)**
 - Dean uploads recommendation(s) to the appropriate folder on the I Drive Promotion and Tenure Repository by 5:00 p.m., CST.
- **December 3, 2020 (TENTATIVE)**
 - UPTC forwards recommendations to the Vice President for Academic Affairs by 5:00 p.m., CST




Strategies of a Recently Tenured Faculty Member, Dr. Gina Kraft

- Use the handbook or this PPT as a checklist
- Use the argument to tell 'your' story
 - WHY should you get tenure/promotion
 - Additional SHORT narratives for each section of evidence
- Make it easy to navigate
 - Bookmark everything
 - Organize the bookmarks...nest them




Best Practice

- **Applicant's memo** is 1-2 pages
- Provides outline of what is in portfolio
- Table displaying ratings from DPTC and DH
- Readers should understand relevant information
- DPTC & UPTC will verify what is provided in letter




Best Practice

- Understand various audiences who will review portfolio
 - Avoid jargon or use of acronyms
- When providing evidence, summarize what it is and what it means so the reader has an idea of its significance and your contribution
- Official documents (letters of reference, DH evaluations, etc.) should have **appropriate signatures**, not blanks



Best Practice

- Vita reflects dominant journalistic (editing) style of academic discipline
- Vita clearly identifies if publications are refereed and if a state, regional, national or international level
 - Presentations should be organized into three or four distinct listings
- Ensure readers don't have to differentiate what is refereed and what is other scholarly activity

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Best Practice

- Highlight your name and presentation in conference program
 - Provide a cover page of conference program and the page where you appear (not the entire program)
- All documents should be **clearly labeled** and have relevance
 - Avoid individual student evaluation forms
 - Webpages, newspaper articles, etc. with no clear link to you

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Best Practice

- Don't include full sets of student evaluations
 - Especially those sheets with no student comments
 - Sample sheets are acceptable
 - **Summary sheet of student comments is better**
 - Official university summaries are required (implied in faculty handbook)

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Best Practice

- Membership and activities on committees **should be listed neatly and concisely** in a list according to level of service (program/ department, college, university, profession, community)
 - If you have a leadership role or serve on a sub-committee, provide this information

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Best Practice

- Include only ATU reviews, evaluations, letters that are pertinent to review cycle
- Avoid duplication as much as possible
- Make no assumptions, state the obvious
- Provide the total number of advisees (not names)

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Reflections from Academic Affairs

- If you claim a publication, include a copy
 - Indicate on vita as ‘under review’ and ‘in press’
- Remember only what is in your portfolio is considered in review
- To show service, provide committee listing or letter/email requesting service or appreciation for serving

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Pitfalls to Avoid

- Missing documents
 - What you say doesn't match evidence
- Poorly organized portfolio
- Redundant/Non-significant artifacts
- Misrepresenting materials
- More is not always an indicator of quality

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Additional Resources

- ATU Faculty Handbook, Section on Promotion and Tenure
 - Appendix A: Portfolio Preparation
- Senior Colleagues / DPTC Members
- Department Head
- Dean
- Process/Deadlines: Mrs. Pat Chronister

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Using Adobe Pro to Create Your e-Portfolio

- <https://www.atu.edu/academics/docs/Using%20Adobe%20Pro%20to%20Create%20Your%20Professional%20Portfolio.pdf>
- ATU Faculty Resources Page > Promotion & Tenure

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Planning Committee

- Rebecca Burris
- Jeffrey Cass
- Pat Chronister
- Peter Dykema
- Barbara Johnson
- Gina Kraft
- Jeremy Schwehm

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Thank You!!

- ??? Questions ??

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