

## APPENDIX A

### GUIDELINES FOR PREPARING CREDENTIALS FOR TENURE AND/OR PROMOTION REVIEW COLLEGE OF ARTS AND SCIENCES UNIVERSITY

The purpose of these "Guidelines for Preparing Credentials for Tenure and/or Promotion Review



v. Peer and Student Evaluations

The candidate may choose to comment on peer observations in the narrative, if needed for clarification or explanation of what effects they have had on the candidate's teaching development. For student evaluations, the candidate should describe how evaluation forms were designed and by whom; and if desirable, a response to these evaluations, and indication of how they have contributed to the process by which the faculty member has continually improved her/his teaching.

b. Description of scholarly/creative activities in relation to the criteria specified in Handbook Section 3.4.2 and Department statements.

- c. Description of service activities in relation to the criteria specified in Handbook Section 3.4.3 and Department statements.

Candidates are encouraged to offer an account of their service in their tenure narrative which speaks to any connections the candidate may see among their service activities and their scholarship and teaching, or to how they see their service as contributing to their professional development. All service activities should be listed by type, level, (e.g. college, department, professional), and dates. Candidates need not discuss every activity at length, but rather should comment on aspects of their service that they have found particularly rewarding and/or challenging. The list and narrative could include the following:

- i. Department committees, years served, and role (e.g., chair) on the committee; if necessary, describe the purpose and accomplishments of the committee.
- ii. University, division, school, or college committees, years served, and role (e.g., chair) on the committee; if necessary, describe the purpose and accomplishments of the committee.
- iii. Advising activities and approach. Issues that might be addressed in describing



2. A candidate's willingness to participate fully in providing for advising needs in the program;
  3. Any special activities undertaken by the candidate to provide effective advising; candidate's contributions to the department/division through advising.
- d. Recommendation. Following the evaluation, the Departmental Review Committee shall prepare a recommendation form for submission to the Dean.
2. Appendix. The Department Review Committee shall compile all documentation it obtained and/or considered as a part of its review for submission to the College Promotion and Tenure Committee. If the recommendation is negative, the Department Review Committee's appendix must also include a detailed account of its proceedings, including a tally of the vote, and a statement of its reasons for the negative decision, consistent with Handbook Section 3.3.41.
- D. **Forms** The Department Review Committee(s), College Promotion and Tenure Committee, and Dean may, but are not required, to use the forms set forth below.

FORM 1: DEPARTMENT REVIEW COMMITTEE RECOMMENDATION

Provide your narrative assessment of the candidate's performance and recommendation.

Voting members of the department promotion and tenure committee should sign below, indicating that they have read the complete contents of the "Statement" and have voted or abstained in the recommendation. List any non-voting members of the committee.

The Department Review Committee recommends that:

\_\_\_\_\_

(first) (middle) (last name)

- be granted tenure
- be promoted to the rank of \_\_\_\_\_
- be retained in present rank
- be given a terminal appointment.

Signed: \_\_\_\_\_  
Committee Chairperson

Committee Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Form 2 - RECOMMENDATION OF THE COLLEGE PROMOTION AND TENURE COMMITTEE

Provide a statement of reasons for the Committee's recommendation, complete the following statement, and sign below.

The College of Arts and Sciences Promotion and Tenure Committee recommends that

\_\_\_\_\_

(first) (middle) (last name)

be granted tenure

be promoted to the rank of \_\_\_\_\_

be retained in present rank

be given a terminal appointment.

Signed: \_\_\_\_\_

Committee Chairperson

Committee members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

FORM 3 - RECOMMENDATION AND SIGNATURE OF THE COLLEGE DEAN

Provide your narrative assessment of the candidate's performance and your recommendation.

I recommend that

\_\_\_\_\_

(first) (middle) (last name)

be granted tenure

be promoted to the rank of \_\_\_\_\_

be retained in present rank

be given a terminal appointment.

Signed: \_\_\_\_\_

Dean

Date: \_\_\_\_\_