

**GUIDELINES FOR PREPARING CREDENTIALS FOR TENURE AND/OR PROMOTION REVIEW
COLLEGE OF ARTS AND SCIENCES - DRAKE UNIVERSITY**

Introduction to the Guidelines

Tenure and/or promotion can be awarded only when a clear and convincing case supports such a decision. The purpose of these "Guidelines for Preparing Credentials for Tenure and/or Promotion Review" is to create a format for the presentation of promotion and tenure cases: by the candidate to the department, the department to the college committee, the committee to the dean, and the dean to the provost. The instructions refer to criteria of departments and the college for excellence in teaching, scholarship, and service.

The Arts and Sciences Faculty Policies Handbook states these priorities with respect to these areas of responsibility: *"Commitment to excellence and demonstrated effectiveness in teaching is the most important consideration in the granting of tenure and/or promotion. A record of quality scholarship/creative activity that is subject to external review is required. Strong service to the university, one's profession, students and/or the community and advising students are also important. Deficiencies in teaching cannot be offset by accomplishments in other areas.* Thus, Drake accords teaching the highest value, with scholarship as the next ranking essential element. While service is important, it is not placed on a par with either teaching or scholarship.

Specific criteria for assessing teaching, scholarship/creative activity, and service exist in written form for the college (see the applicable sections from the faculty policies handbook printed below) and in each department (as specified in the concluding paragraphs of 3.1.31, 3.1.32, 3.1.33; department statements are available from the department chair or the dean). By college policy, the annual written evaluations of faculty are provided for review by the promotion and tenure committee of the college (3.1.63), along with the candidates' materials.

Eligibility for review for tenure is stated in 3.1.11 and for promotion 3.1.12. Criteria and procedures for promotion to professor are stated in 3.1.63. The general guidelines for tenure and promotion are outlined in 3.1.2. Prospective candidates should note particularly that the procedures of the college place responsibility for preparation of candidacy papers on the candidate (3.1.26), who is required to present a full and well documented record of accomplishment. The department review committee must then conduct a thorough analysis of the candidacy (3.1.51 and 3.1.62) and present to the college promotion and tenure committee a fully documented recommendation. The procedures of the college committee are specified in 3.1.64. If special contractual considerations mediate normal criteria, such contractual language must preface any promotion and tenure case as part of the context for the evaluation (see also 3.1.25).

This document is intended to be consistent with section 3.1 in the Faculty Policies Handbook of the College of Arts and Sciences, and it specifically implements 3.1.27. In instances of inconsistency, if any, the Handbook prevails. Persons using this document should therefore use it with section 3.1 of the Arts and Sciences Faculty Policies Handbook at hand. If you do not have a copy of the Arts and Sciences Faculty Policies Handbook, it is available on line or may be obtained from the Arts and Sciences office.

B. The Promotion and Tenure Statement Consists of Two Four-part Sections:

1. *To be completed by the faculty member – a self-reflective, concise yet thorough statement discussing her/his record and indicating plans for future development in each of these areas:*
 - a. Description of teaching activities in relation to the criteria specified in 3.1.31 and department statements
 - b. Description of scholarly/creative activities in relation to the criteria specified in 3.1.32 and department statements
 - c. Description of service activities in relation

A. OUTLINE FOR DESCRIBING TEACHING ACTIVITIES (with reference to 3.1.31)

1. Statement of Teaching Goals and Philosophy:

To the extent not covered in the course syllabi, describe your pedagogical practices as they are evidenced in your course assignments, exams, and classroom activities.

2. Description of Courses Taught:

Please compile in an easily readable format the titles, dates taught, credit hours for the courses taught during the years leading to the promotion and/or tenure review (for promotion, materials from the previous five years will be sufficient). The materials should include syllabi, and representative handouts, assignments, and exams and should be letter-and-number keyed to the letters and numbers specified in the narrative to aid the committee in their review.

3. Description of Areas of Teaching Interest and Competence:

- a. Identify areas of teaching interest and competence;
- b. Describe how one's courses reflect these interests, and how (or whether) these interests have been shaped by teaching experience and/or curricular or programmatic needs.

4. Mentoring:

- a. Indicate approximate number of students whom you have mentored.
- b. Describe the ways in which you act as a mentor.
- c. Submit any materials that provide evidence about the overall quality of your mentoring activities.

5. Class evaluations:

- a. Describe how evaluation forms were designed and by whom;
- b. Submit the student evaluations for each course described above (#2);
- c. Provide, if desirable, a response to these evaluations, and indicate how they have contributed to the process by which the faculty member has continually improved her/his teaching.

B. OUTLINE FOR DESCRIBING RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES (with reference to 3.1.32)

1. For the purpose of providing an overview of the bibliography to follow, summarize the focus and direction of your scholarly or creative work.

2. PUBLISHED SCHOLARLY WORK, PERFORMANCES, AND EXHIBITIONS:

If your work is usually exemplified by publications, please list them by the categories specified in 3.1.32, using the standard entry form of your discipline. Include items "in press,"

Follow the same format as above and identify each as under review, submitted, or in progress. Provide dates of actual or expected submission, exhibitions, or publications. Include such works as part of the documentation in appendix.

4. ORAL PRESENTATIONS BEFORE PEER PROFESSIONAL GROUPS:

Again, with reference to 3.1.32, list titles and dates of the presentations and the identity of the groups hearing them. Include copies of presentations as part of the appendix.

5. GRANTS, CONTRACTS, O

DEPARTMENT REVIEW COMMITTEE RECOMMENDATION

Provide a narrative based on data provided in sections 1 and 2.

Complete the following statement and indicate the phrase or phrases that apply. 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 promotion and tenure committee recommends that

(first)	(middle)	(last name)
()		be granted tenure
()		be promoted to the rank of _____
()		be retained in present rank
()		

**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: _____

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: _____