

## Memorandum

To: ACCFT Candidates for Tenure and/or Promotion

From: Paul B. Reichardt, Provost

Date: May 29, 2001

Re: **Guidelines for Tenure and/or Promotion Review**

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If you are applying for tenure and/or promotion this year, the information associated with this web page will help you put together your application file.

The process governing tenure and/or promotion of faculty represented by ACCFT is required as outlined in Article 5.4 of the Agreement. The criteria by which you will be judged are parallel to those in the Regional Review Process (RRP) for faculty undergoing promotion and tenure.

The materials included with this memo are designed to assist you in understanding the review process to be used (Part I) and to provide some suggestions for preparing your tenure-promotion application (Part II). Please review these suggestions carefully, as they may contribute to the overall effectiveness of your application.

As further guidance, I would like to emphasize that peer unit members and administrators are primarily concerned that the application and supporting materials present a record which demonstrates balanced performance and/or progress in each of the required areas of faculty responsibility appropriate to your position. You are especially encouraged to address in this summary any aspects of your position or your record, which you feel deserve special consideration, or which you feel might not be readily apparent to those evaluating your file.

If you have questions or need further clarification, please consult your dean/director or contact my assistant, Hild Peters at 474-5178 or [fnhmp@uaf.edu](mailto:fnhmp@uaf.edu).

### Attachments:

- Table of Contents
- Part I: Process and Procedures
- Part II: Suggestions for Preparation of Files
- Part III: Appendix of Required Forms