

## Part II

# Suggestions for Preparation of Files for Comprehensive Post-Tenure Review

### File Preparation

You are only required to submit a cumulative CV and your activities reports for the past six (6) years, however at UAF this requirement is to be met by preparation of a comprehensive activities report. A self-evaluation is part of the activities report. Other items may be provided at your discretion. The deadline for submitting your file to your dean or director is **October 2<sup>nd</sup>**.

#### A. File Size and Order

A checklist is enclosed that outlines the order of materials. Your file should fit in a one **1-inch, 3-ring binder**. Your name, the name of your unit and the type of the review should be clearly labeled both on the cover and on the spine to assist reviewers (i.e. John Doe, College of Liberal Arts, Post-Tenure Review, 2003-2004).

#### B. Parts of the File

Following are comments that address the various parts of the file as listed on the Checklist. Please prepare your file with a “tab” for each of the parts described below. For clarity, the numbers correspond to the numbers on the checklist.

##### 1. Comprehensive Post-Tenure Review Checklist

This form not only lists the materials to be included; it also sets forth the sequence in which the materials are to be assembled in the binder. Please note that *the form, itself, is the first item in the file*. The faculty member should fill in the information requested at the top of the form and check off those items included (Numbers 1 through 7) at the time the file is submitted to the Dean or Director.

##### 2. Summary of Recommendations Form

Fill out the personal information at the top of the form as requested. *Do not mark any part of the chart at the bottom of the page.*

##### 3a. Activities Report

Listed below are the general topics for which you are asked to provide information. Item D in Part III, Appendix contains a form which includes these topics. To aid the evaluators in their review of your file, please use the form to prepare your Activities Report. Note that this format of these guidelines must be followed. (This report covers the year of your last promotion or 6 six years, whichever is shorter.)

### Organization and Content of Comprehensive Activities Report

#### 1. Personal Information

#### 2. Workload

Table 2.1 Workload Summary

### **3. Teaching**

Table 3.1: Instructional Activities

Table 3.2: Graduate Committee Chair

Table 3.3: Student Advising - Graduate and/or Undergraduate

### **4. Research, Creative and Other Scholarly Activities**

Table 4.1: Publications

Table 4.2: Publications IN PRESS

Table 4.3: Professional Creative Activities

Table 4.4: Sponsored Projects/Commissions

Table 4.5: Other Scholarly Work

Table 4.6: Conference/Meeting Participation

### **5. Public, University and Professional Service**

Table 5.1: Public service

Table 5.2: University service

Table 5.3: Professional service

### **6. Professional Development**

### **7. Honors and Awards**

### **8. Self-Evaluation**

#### **3b. Self-Evaluation**

It is your responsibility to prepare and include a self-evaluation of your contributions and achievements within each of the areas of responsibility required for your position. It provides an opportunity to describe the expectations placed upon you and your success in meeting those expectations, from your perspective. What were you assigned to do? What did you or were you able to do, and why? These are questions that might be addressed.

In this self-evaluation, it is appropriate to note any special assignment or responsibilities and identify the nature of your position (tripartite or bipartite appointment or focused special academic rank). If your duties are strongly weighted in one area of responsibility, the reasons for this assignment can be explained here. It is also the appropriate place to note and adequately justify any exceptions to eligibility or procedural requirements reflected in your application.

Note that the emphasis for this part of the application is "self-evaluation," not a "narrative activities report."

#### **4. Curriculum Vitae**

A current cumulative CV must be placed in this section.

#### **5. Other Relevant Material**

Candidates may add other relevant material in this section at the time of file

preparation. (Note that other relevant material may be added by administrators and review committees. These items should be added to that reviewer's section with their review comments.)

**6-9. Levels of Review.**

Please refer to the Checklist. *You should prepare a separate, labeled divider for each review level* indicated on Checklist items 6 through 9. Place the appropriate *Comments* form in the binder after the corresponding divider. The recommendation from each level of review will be placed in your file by the dean's office (first two levels) or the office of the Provost (remaining levels of review).