

Part II

SUGGESTIONS FOR PREPARATION OF FILES FOR PROMOTION AND/OR TENURE REVIEW

A. General Comments

The most important elements in evaluation for tenure and promotion are your performance and accomplishments in the teaching, research, and service areas of responsibility consistent with the expectations of your position. Second only to that is the file you assemble to present your work. Your file will be read by a number of people who may know little about your discipline and perhaps may not know you or your work. Your file should clearly present your record to those people. Administrators and peer unit members can judge your work ONLY from the information you present in your file.

Some specific kinds of information and some special forms are required contents in every file, and the order of their placement in the file is clearly listed on the *Promotion/Tenure Review Materials Checklist* (see Part III, Appendix).

Additional required information such as previous evaluations and student evaluation results must be gathered by you and assembled in the file as indicated on the checklist.

In addition to required content, you may include anything else you desire in your files, but you should keep in mind that a number of people must review a large number of files in a short time. Materials included should significantly add to the understanding of the nature of your position and your performance and achievements. Quantity and weight of supplementary information generally do not advance the strength of your application. Although the following are “comments and recommendations”, not instructions, they do constitute useful advice from faculty and administrators who have reviewed files in the past:

- “Yellow sheets” containing student comments submitted as part of the IAS process are not very useful to reviewers.
- Two or three representative course syllabi are probably enough to satisfy the requirement and to give the relevant information to reviewers.
- Two or three examples of products (e.g., journal articles) from your research/scholarly/creative activities would be useful, at least to your unit peer review committee, but there is no need for a more complete set of “products” in the file.
- Especially with the present format of the Promotion/Tenure Activities Report, which is a cumulative report, “past evaluations” placed in the file need not include the associated activities reports. While you may include the activities report, all that is required are the evaluative statements and your responses, if any.

You should also be aware that none of the information submitted with your file will be returned to you unless you specifically request that it be returned; and only that information which cannot be copied or replaced can be returned. You are urged to make a photocopy of

your application when it is complete and before you submit it.

All materials in your file should be placed in a **2-inch 3-ring binder** to assure that the file remains intact through all the transfers among reviewers. 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, Promotion Review, 2002-03).

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 twelve parts described below. For clarity, the numbers correspond to the numbers on the checklist.

- 1. Promotion/Tenure Materials 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 unit 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. Eligibility and Summary of Recommendations Form.** If you are standing only for tenure or for promotion, you need to include only the eligibility form for that particular process. If, however, you are applying for both awards, concurrently, you must include both forms in your file.

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.*

- 3. Special Unit Criteria, Standards and Indices.** If your department or college/school has formally prepared unit criteria, standards and indices, which have been officially accepted and approved by the UAF Faculty Senate, please include a copy in your file. If you have any questions about whether or not special unit criteria, standards and indices exist for your discipline, please check with your dean/director or the Governance Office.

- 4. Promotion/Tenure Activities Report.** Listed below are the general topics for which you are asked to provide information. Item D in Part III (Appendix) of these guidelines contains a form that includes these topics. To aid the evaluators in their review of your file, please use the form to prepare your Promotion/Tenure Activities Report. **Note that this format must be followed.** Those unit members undergoing review for promotion should provide career information and highlight the activities since last promotion or the last six years, whichever comes first. Those unit members undergoing review for tenure, or concurrent tenure/promotion, should provide career information and highlight the activities accomplished since initial hire.

Organization and Content of the Promotion/Tenure 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 3.4: 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**
- 5. 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. Your self-evaluation should focus on explaining how your activities and accomplishments demonstrate that you have met the relevant criteria (either the UAF criteria or the special unit criteria, standards and indices in Section 3 of your file).

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."

6. Peer, Student and External Evaluations. The following items should be included in this section.

- a) Past Evaluations.
 - *For unit members undergoing promotion review only, please include copies of all past evaluations since last promotion or the last six years, whichever comes first.*
 - *For unit members undergoing tenure, or concurrent tenure/promotion review, please include copies of all past annual evaluations since initial hire.*
- b) Student evaluation (IAS) summaries. Please include copies of all IAS summaries for courses taught during this review period, organized chronologically, and include an explanation for any missing forms.
- c) Peer evaluation of teaching, if available.
- d) Course syllabi. Please include a representative sample of course syllabi for courses taught during this review period.
- e) Examples/Evidence of research/creative activities
- f) External evaluation of service activities.
- g) External Reviews, Honors, and Citations

7. Curriculum Vitae and External Review Letters.

- a) It is strongly recommended that you write a tenure/promotion-specific version of your vita. Consistent with the nature of your position, activities in the appropriate areas of teaching, research and service need to be spelled out in greater detail than one's resume might normally contain. The well-developed vita will cover each of the criteria relevant to your position. However, keep in mind the fact that you do not need to include in your vita most of the items described in your Promotion/Tenure Activities Report.
- b) Letters received from external reviewers will be inserted in this section by the dean or director as received. Faculty members undergoing fourth-year comprehensive and diagnostic review are exempt from the requirement for external reviewers.

8-12. Levels of Review. Please refer to the Checklist. *You should prepare a separate, labeled divider for each review level indicated on Checklist items 8 through 12. Place the appropriate "Unit Member's 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).*