

Memorandum

To: United Academics Candidates for Promotion & Tenure

From: Paul B. Reichardt, Provost

Date: May 29, 2001

Re: **Guidelines for Promotion/Tenure Review AY2001-02**

If you are applying for promotion or tenure this year, the attached information will help you put together your application file. The deadline for submitting files to your dean or director is **October 2, 2001**. Please refer to Article 9 of the UNAC contract that governs review. It is located on this web site.

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 promotion and/or tenure application (Part II). Please review these suggestions carefully, as they may contribute to the overall effectiveness of your application. Part III contains all the forms that you need to complete.

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 Hild in my office at x5178 or fnhmp@uaf.edu.

Attachments:

- Table of Contents
- Part I: Process and Procedures for Promotion and/or Tenure Review
- Part II: Suggestions for Preparation of Files
- Part III: Appendix of required forms:
 - Promotion/Tenure Activities Report
 - Review Schedule
 - Materials Checklist
 - Eligibility and Summary of Recommendations form for Promotion
 - Eligibility and Summary of Recommendations form for Tenure
 - Comment Forms