

PART II - ACCFT

SUGGESTIONS FOR PREPARATION OF FILES FOR TENURE AND/OR PROMOTION 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

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 Rural Alaska, Kuskokwim Campus, 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. 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 7a) at the time the file is submitted to the campus 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.** If your department or college/school has formally prepared unit criteria, 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 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 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 is new and it must be followed. Unit members undergoing promotion review should include material that covers the period since initial hire. Unit members undergoing tenure review should include material from the past six- (6) academic years, unless individual items state a different time interval.

Organization and Content of Activities Report

- 1. Personal Information**

- 2. Workload**

Table 2.1 Summary of Workload

- 3. Teaching**

Table 3.1: Instructional Activities

Table 3.2: 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 research

Table 4.5: Other Scholarly Work

Table 4.6: Conference 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. 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 "evaluation."

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

- a. Previous Evaluations.
 - For unit members undergoing promotion review, please include copies of past evaluations and related professional activity reports since initial hire.
 - For unit members undergoing tenure 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 and organize them 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 comments about service activities.
- g. External Reviews, Honors, and Citations

7. Curriculum Vitae and Letters of Support

- 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 of support, whether internal or external, should be placed in this section. Please group them so that letters which support the same element are together.

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 Provost's Office.