

### **OP 3. Application Protocols for Reappointment, Promotion, and Tenure**

#### **OP 3.1 Materials for Subsequent Appointment, Reappointment, and Promotion**

**without Tenure Consideration.** Materials for faculty seeking subsequent appointment, reappointment prior to tenure consideration, or promotion without tenure consideration shall follow department, college or academic unit guidelines (in the foundational documents of the unit) for submission of materials to the APT Committee. The guidelines must have a list of materials to be submitted which must include, at minimum, the following items:

1. cover letter (maximum 3 pages);
2. summary one-page vita (see [template](#));
3. candidate's vita, including evidence (as appropriate for the position, e.g. clinical, research, library) related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline;
4. copies of the Annual Reviews by the Department Chair;
5. copies of Peer Observations of Teaching;
6. copies of Post-Tenure Reviews (PTRs), if applicable
7. copies of graduate faculty membership materials, if applicable;
8. The Appointment/Reappointment/Promotion and/or Tenure Guidelines of the candidates' department/college/unit.

#### **OP 3.2 Portfolio for Promotion with Tenure Consideration or Tenure Consideration.**

Materials for Assistant Professors seeking promotion to Associate Professor with the conferral of tenure or Associate Professors seeking the conferral of tenure shall be submitted as a Promotion & Tenure (P&T) Portfolio in accordance with the University workflow in the Faculty Handbook. The P&T Portfolio consists of the following parts: (1) the P&T Dossier and (2) the Collection of Artifacts/ Documentation appropriate to the faculty member's discipline.

**OP 3.2.1 The P&T Dossier.** The P&T dossier shall consist of the following and be placed in the following order:

- a. cover letter (maximum 3 pages);
- b. summary [one-page vita](#);
- c. candidate's vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University, and discipline;

d. the P&T policies of the candidate's department/college/unit;  
(Items e-g below should be no more than a total of 18 pages and each section should be no less than 2 pages.)

- e. evidence of quality and effective teaching:
  - i. A narrative statement describing the candidate's teaching philosophy and experience.
  - ii. A discussion of three particularly notable indicators.
- f. evidence of quality research/creative activities:
  - i. A narrative statement describing the candidate's research/creative activities philosophy and experience.
  - ii. A discussion of three particularly notable indicators.
- g. evidence of contributions to the department/college/university and/or the profession through service or outreach:
  - i. A narrative statement describing the candidate's service or outreach philosophy and experience.
  - ii. A discussion of three particularly notable indicators.
- h. copies of Annual Reviews by the department chair;
- i. written recommendations of the department's APT Committee, chair, dean, and provost and executive vice chancellor will accompany the P&T dossier forwarded at each appropriate stage of the review;
- j. graduate faculty membership (optional): If also requesting or renewing graduate faculty membership, the faculty member will follow the process in section 6.1 of the *Faculty Handbook*.

**OP 3.2.2 The Collection of Artifacts/Documentation.** The collection of artifacts/documentation may include, but is not limited to, the following: books, articles, recordings, videos, texts of grants and /or works in progress, other creative scholarly work, students' reviews of teaching, peer observations of teaching, syllabi, sample student work, and letters documenting service.

**OP 3.3 Submission of the Portfolio for Promotion and/or Tenure.** The entire P&T Portfolio shall be submitted to the Department Chair for consideration by the APT Committee. The P&T Dossier must be submitted electronically. Artifacts and documentation may be submitted electronically or in printed form or a combination.

**OP 3.4 Use of the P&T Portfolio.** The APT Committee and Department Chair shall use both the dossier and the collection of artifacts when evaluating the candidate for tenure and/or promotion. However, after a department's deliberations are completed, only the P&T Dossier shall leave the department and go to the Dean of the candidate's college. The collection of artifacts/documentation shall be stored in the department and be available upon request during the remainder of that faculty member's P&T process.

**OP 3.5 Request to Extend the Probationary Period due to Extenuating Circumstances.** For extenuating circumstances outside of formal leave(s), a faculty member may submit to the Department Chair a written request to not count one specific academic year as part of the faculty member's probationary period with respect to permanent tenure. Any such request should be submitted as soon as practicable, but no later than ninety (90) calendar days following the close of the academic year in which the circumstances occurred. The Department Chair shall forward a recommendation to the Dean. The Dean shall forward to the Provost and Executive Vice Chancellor to make a determination whether the extenuating circumstances warrant not counting the one specified academic year as part of the faculty member's probationary period with respect to permanent tenure. The Provost and Executive Vice Chancellor shall then notify the faculty member, the Department Chair, and the Dean.