

ASSEMBLING DOCUMENTATION IN SUPPORT OF TENURE AND
PROMOTION APPLICATIONS

College of Letters, Arts & Social Sciences (CLASS)
Eastern Kentucky University

These guidelines are provided to help faculty applying for promotion and/or tenure to assemble the supporting materials to accompany their applications. The college provides separate guidelines for completing the required application form appropriately.

A. INSTRUCTIONS

1. The complete application package for tenure and/or promotion shall be submitted in two notebooks (pick up notebooks from Associate Dean, Miller 106). Part B of these instructions provides a list of materials to be placed in each notebook.
2. It is important that the materials are placed in the correct notebook since only the smaller notebook (Notebook 1) shall be forwarded to the Provost. The larger notebook (Notebook 2) will be retained at the college level but shall be made available to the Provost and/or Faculty Evaluation Appeals Committee at their request.
3. Materials such as books or compact discs that cannot fit in the notebooks because of their physical nature will be placed in an expandable folder (**provided by the Associate Dean upon request**). Each candidate is limited to one expandable folder. Once the review process is complete, the supporting materials will be returned to the candidate but the college will retain the notebooks and expandable folder for use in subsequent years.

To obtain notebooks the candidate must first notify the department chair and dean, in writing, of his/her intent to apply for tenure and/or promotion. This can be accomplished by addressing an email or letter to the chair, and copying the Dean. Candidates should clearly specify if they are applying for tenure, promotion (state rank) or both. Even though by university policy candidates have up to September 1 to provide the notification, it is recommended that they do so earlier to give themselves ample time to assemble the supporting materials.

4. Each notebook should contain materials listed in Section B of these instructions, in the order listed. Documents should not be inserted in protective sheets.
5. The section dividers in Notebook 2 have pockets. Candidates should use these to list the contents of each section.
6. Notebooks and tabs should not be altered in any way. Additional tabs/folders should not be added.

7. The checklists should be completed fully. Candidates should indicate items that do not apply to them with N/A.
8. Item 5 asks for information on the “amount of time involved in each service commitment.” Candidates are not expected to keep track of every minute spent on a particular service activity. But they should be able to provide information about the frequency and the approximate length of each meeting. For example “The Research & Faculty Development Committee typically meets twice each semester for about one hour per meeting. Two to four hours are required for preparation for each meeting.”

B. CONTENT OF NOTEBOOKS

This section provides a list of materials required in the notebooks. The items should be provided in the same order as the checklists. Documents should not be inserted in protective sheets. The notebooks shall contain the primary supporting materials reviewed at the department, college, and/or university levels. However, candidates should note that departmental policy may require them to submit additional materials for use at the department level. This may include items such as written student comments, teaching portfolios, syllabi of all courses taught, grant proposals, independent studies reports of students supervised, etc. Such “supplementary materials” shall not be forwarded beyond the department but should be kept on file should a question about them be raised.

NOTEBOOK 1

1. College of Letters, Arts, & Social Sciences checklist for **NOTEBOOK 1 (this document)**
2. Informational Materials (**candidate responsibility**)
 - (a) A copy of the letter of intent to apply for tenure, promotion, or both.
 - (b) A copy of initial terms of appointment and, if applicable, any written, previously agreed- upon exceptions to the promotion and tenure policy.
 - (c) A copy of a current curriculum vita utilizing the College's standard format.
 - (d) Copies of non-tenured annual evaluation reports by evaluators (i.e., department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
 - (e) The self-evaluation on the appropriate University form (i.e., application form on green paper)
3. Department Evaluation Materials (**department committee and chair responsibility**)
 - (a)_____Department evaluation report(s)/recommendation(s) for tenure and/or promotion
4. College Evaluation Materials (**college committee and dean responsibility**)
 - (a)_____College evaluation report(s)/recommendation(s) for tenure and/or promotion

NOTEBOOK 2

1. Informational Materials.
 - (a) College checklist for supporting documentation (**this document**).
 - (b) Coversheet (Copy of first page of university self-evaluation form).
 - (c) Departmental promotion and tenure standards.
 - (d) Systematic student opinion questionnaire (if University-supported instrument not used)
 - (e) Description of department's second systematic method of assessing teaching performance.
2. Non-tenured annual self-evaluations (in reverse chronological order).
3. Teaching Documentation
 - (a) Teaching evaluation instrument reports (or summary data of approved department alternative).
 - (b) Summary data of second systematic method of assessing teaching performance.
 - (c) Peer evaluations.
 - (d) Representative syllabi for courses taught.
 - (e) Other documentation of teaching effectiveness.
4. Scholarship Documentation
 - (a) Copies of publications, monographs, and workshop materials (materials that do not fit within the notebook may be placed in one expandable folder).
 - (b) Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
 - (c) Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
 - (d) Published abstracts of presentations.
 - (e) Other evidence of quality scholarly/creative activities.
5. Service Documentation
 - (a) Evidence of service to the department, college, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.

Examples of documentation include, but are not limited to, department/college/university listings of membership on committees, letters from committee chairs, minutes of committee meetings, significant product (e.g. major report) from committee, evidence of effective advising, service-related awards/recognition, service on an editorial board, service as journal/grant reviewer, or professionally-related consulting/community service.