

**INSTRUCTIONS FOR CANDIDATES & COMMITTEES:
COMPLETING & SUBMITTING APPLICATIONS**

College of Letters, Arts & Social Sciences (CLASS)

These instructions are provided to help candidates for tenure and/or promotion AND department committees complete and submit applications appropriately. The College provides separate guidelines for applicants about assembling supporting materials to accompany applications

SUBMISSION OF APPLICATIONS (ELECTRONIC AND HARD COPY)

1. **CANDIDATES:** Submit your application to your department on time. Departments have the right not to accept late applications and the College fully supports them in exercising this right. Department P&T guidelines has the specific dates.

2. HARD COPIES TO COLLEGE

CANDIDATES' & COMMITTEES' RESPONSIBILITY

Submit to Associate Dean (Miller 106) The complete application package for tenure and/or promotion shall be submitted in **two notebooks**. A checklist that details materials for each notebook is provided on the CLASS website.

3. ELECTRONIC COPIES TO COLLGE

DEPARTMENT COMMITTEE RESPONSIBIITY

Submit to Dean's Administrative Assistant (nancy.davis@eku.edu). Department P & T Committee must submit to the College the following electronic documents (Word or PDF):

- The **candidate's vita** (in approved format)
- **Candidate's self-evaluation form**
- **Department committee report**
- **Department chair report**

PREPARING THE SELF EVALUATION

1. Use the correct form. The appropriate form is titled *Application for Tenure and/or Promotion* and may be downloaded from http://policies.eku.edu/policy-464-tenure-and-promotion-forms#_ga=1.24019066.1366842506.1409227828.
2. Do not modify the form but simply fill in the required information. *MACINTOSH users may experience problems with forms.*
 - (a) Pay attention to the headers. Each section has an appropriate header that should be retained: “*Application for Tenure/Promotion: Teaching*,” “*Application for Tenure/Promotion: Scholarly/Creative Activities*,” “*Application for Tenure/Promotion: Service*.” **Applications with improper headers will be returned to the candidates for proper formatting.**
 - (b) Do not delete items on the form. If a particular requested item does not apply to your situation, indicate with “NA” (for not applicable).
3. Read and follow the guidelines/instructions on the form.
4. Provide complete, truthful, and accurate information.
 - (a) Provide information, explanation, and assessment concerning teaching, service, and scholarly/creative achievements in the application form. The information should be complete, truthful, and accurate.
 - (b) Present the information, explanation, and assessment clearly and concisely. Overly lengthy applications tend to be repetitive, incoherent, and generally do not necessarily serve candidates well. On the other hand, very brief applications may be incomplete in the sense that there may not be sufficient information or analysis for reviewers to fully assess the work. Avoid the extremes. While being concise, the application should be adequate to present the candidate to reviewers at various levels of the university.
 - (c) Make use of the narrative sections to explain and assess your work but not to repeat or summarize information already provided. The narrative sections play an important role in helping evaluators understand your activities and accomplishments in the areas of teaching, research/creative activities, and service. Make use of these sections to help readers understand information unique to your discipline or field and your duties.
5. EKU as an institution considers teaching a high priority. Hence, provide a narrative analysis to help evaluators understand what you have done to be effective in your teaching. As part of this narrative, be sure to **provide** and **analyze** results of evaluation of your teaching.
 - (a) In the section on Evaluation of Teaching, report results of evaluation of your teaching using the University-supported instrument (or approved alternative). While the actual teaching instrument reports are to be submitted in the notebook of supporting materials, the results should be summarized in this section, in a table.

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- (b) Similarly, provide a summary of the results of the second systematic method of evaluating instruction required by university policy. **Ensure that the data reported are in line with established departmental policy.** For instance, if departmental policy calls for peer classroom observations, then results of such observations should be presented. If the policy calls for use of “departmental merit system,” you should provide and explain how the scores from the merit system are used, etc.
- (c) Discuss any trends or anomalies observed in the data summarized above.
- (d) Discuss what you, students, and others view as strengths and weaknesses in your teaching. Refer to results of previous evaluations, and explain what you have done to address perceived problems and needs and to continue to improve as a teacher.

The college committee has noted that some candidates do not fully provide evidence of their teaching effectiveness or appropriately analyze and reflect upon the results of their teaching evaluations. Reporting data on the university-mandated second systematic method of assessing teaching performance has been particularly problematic. Departmental Committees should pay close attention to this information and assist the candidate in providing adequate evidence.

6. In cases where there are different criteria for scholarship based on the different disciplines or sub-disciplines within a given department, each candidate should clearly indicate at the beginning of the scholarship narrative which criteria are applicable to his/her application. Examples include Departments of Art & Design (creative achievement or scholarship achievement), English & Theatre (English studies, creative writing, or theatre) and Music (Performance/Conducting, History/Theory/Composition/Education, or Music business/Technology).
7. All applications should be self-contained. While supporting documentation should be provided and referenced in the application, the application itself should be self-contained.
8. Ensure that your application and supporting documentation are complete, well presented and organized. We encourage faculty to ask trusted colleagues to proofread applications and provide guidance about content.