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Overview of Promotion Review Process

Spring 2016

- Workshops on promotion.

Summer and early Fall 2016: preparation of dossier

- Candidates prepare credentials. Depending on unit convention, a candidate may be assisted by the chair/director and/or senior faculty. In general, it is the candidate’s responsibility to assemble all materials and ensure accuracy of materials submitted.

- Dossier is compiled on the electronic reappointment, promotion, and tenure (eRPT) review system. Log in to the system at erpt.bgsu.edu, using your regular BGSU username and password.

October - November 2016: unit review

- Candidates finalize electronic dossier for unit-level review by Sep. 30. CV may be updated to this point.
- Eligible faculty review dossier and vote on case.
- The department’s eligible voters or designated promotion committee prepares recommendation by Oct. 15.
- Chair prepares a recommendation by Oct. 31.

November 2016 - January 2017: college review

- Associate dean Ted Rippey and senior secretary Chris Bloomfield review dossiers for content and follow up with candidates and/or chairs/directors as needed.
- College PTRC Reviews dossiers.
- College PTRC makes recommendations to Dean by Dec. 15.
- Dean makes recommendation to Provost by Jan. 31.

College PTRC Committee Members

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Area</th>
<th>Term</th>
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<tbody>
<tr>
<td>Jill Zeilstra-Ryalls</td>
<td>Math/Science Division</td>
<td>2016-18</td>
</tr>
<tr>
<td>Peg Yacobucci</td>
<td>Math/Science Division</td>
<td>2015-17</td>
</tr>
<tr>
<td>Jeff Brown</td>
<td>Arts &amp; Humanities Division</td>
<td>2016-18</td>
</tr>
<tr>
<td>Becky Mancuso (Chair)</td>
<td>Social Sciences Division (AL)</td>
<td>2015-17</td>
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Late April 2017: Provost recommendations posted
ARTICLE 14
REAPPOINTMENT, TENURE AND PROMOTION

3.2. Academic Ranks for Non-Tenure Track Faculty

3.2.1. Instructor. Consistent with the discipline, a Bargaining Unit Faculty Member with the rank of Instructor: 43
   3.2.1.1. Shall have a minimum of a master’s degree in a content area appropriate for the academic unit of the appointment;
   3.2.1.2. Shall have evident ability or promise as a teacher (depending on assigned duties); and
   3.2.1.3. If the assignment involves service activities (e.g., undergraduate advising; appointments to unit, college, or university committees), shall give evidence of potential contributions to the University, community, and/or profession.

3.2.2. Lecturer. Consistent with the discipline, a Bargaining Unit Faculty Member with the rank of Lecturer:
   3.2.2.1. Shall have a minimum of a master’s degree in a content area appropriate for the academic unit of the appointment;
   3.2.2.2. Shall have a minimum of six years’ experience as an Instructor and/or relevant college teaching and/or professional experience (see also section 5.3.1.1);
   3.2.2.3. Shall demonstrate ability as an effective teacher (depending on assigned duties); and
   3.2.2.4. If currently employed at BGSU, and if the assignment involves service activities (e.g., undergraduate advising; appointments to unit, college, or university committees), shall give evidence of active involvement in service to the University, community, and/or profession. If initially hired at this rank, and if the assignment involves service activities (e.g., undergraduate advising; appointments to unit, college, or university committees), shall give evidence of potential contributions to the University, community, and/or profession.

3.2.3. Senior Lecturer. Consistent with the discipline, a Bargaining Unit Faculty Member with the rank of Senior Lecturer:
   3.2.3.1. Shall have a minimum of a master’s degree in a content area appropriate for the academic unit of the appointment;
   3.2.3.2. Typically shall have a minimum of six years’ experience as a Lecturer and/or relevant college teaching and/or professional experience;
   3.2.3.3. Shall have an established reputation as an effective teacher, (depending on assigned duties); and
3.2.3.4. If currently employed at BGSU, and if the assignment involves service activities (e.g., undergraduate advising; appointments to unit, college, or university committees), shall give evidence of significant service to the University, community, and/or profession. If initially hired at this rank, and if the assignment involves service activities (e.g., undergraduate advising; appointments to unit, college, or university committees), shall give evidence of potential contributions to the University, community, and/or profession.

3.3. Implications of Full-Time NTTF Experience at BGSU on Application for Promotion

3.3.1. Historically, NTTF at BGSU have often lacked access to a meaningful mechanism for evaluation for promotion, leading to a present condition where NTTF with many years of full-time BGSU service have remained at their present rank.

3.3.2. Accordingly, NTTF Bargaining Unit Faculty Members may elect to be evaluated for promotion if one of the following apply:

3.3.2.1. NTTF Bargaining Unit Faculty Members currently holding the rank of Instructor may apply for promotion to Lecturer providing that the NTTF Bargaining Unit Faculty Member has greater than six (6) years of full-time BGSU service at the rank of Instructor.

3.3.2.2. NTTF Bargaining Unit Faculty Members currently holding the rank of Lecturer may apply for promotion to Senior Lecturer providing that the NTTF Bargaining Unit Faculty Member has greater than six (6) years full-time BGSU service at the rank of Lecturer.

3.3.3. Promotion linked to full-time experience at BGSU is not automatic, and must follow the provisions of Section 5.3.

5.3. Promotion of Non-Tenure-Track Faculty

5.3.1. Promotion in rank is based upon performance. A non-tenure-track faculty member may request an evaluation for promotion based upon: (1) the criteria for such rank (Section 3.0), (2) academic unit policies, and (3) the academic achievements of the NTTF member.

5.3.1.1. Instructors are eligible to be promoted to Lecturer after six years of experience as a full-time faculty member at BGSU (section 3.2.2.2) and two successful Enhanced Performance Reviews (section 5.2.4). However, based upon exceptional performance or achievement, a Bargaining Unit Faculty Member, at the discretion of the administration, may have the opportunity to apply for promotion prior to six (6) years.

5.3.1.2. Lecturers are eligible to be promoted to Senior Lecturer typically after six years of experience as a Lecturer at BGSU (section 3.2.3.2) and two successful Enhanced Performance Reviews as a Lecturer (section 5.2.4).

5.3.2. Unit NTTF Promotion Policy.

5.3.2.1. Each academic unit (department, school, or instructional support unit) shall have established written policies for promotion of NTTF members regarding: (1) the criteria used for evaluation, (2) the process for conducting and completing the evaluation for promotion, (3) the schedule or deadlines necessary for completing the evaluation and, (4) a process outlining the opportunity for Bargaining
Unit Faculty Members to submit a rebuttal letter at any stage of the promotion process. In all cases, student evaluations of teaching shall not be the sole criterion for evaluation of faculty teaching performance.

5.3.2.2. The responsibility for establishing criteria and procedures for evaluation and for conducting the reviews lies with the Bargaining Unit faculty members of the academic unit and the Chair/Director, subject to endorsement of the Dean.

5.3.2.3. The unit faculty may amend the unit’s NTTF promotion policy at any time, with the concurrence of the Chair/Director and Dean, to be applied to subsequent reappointment reviews. However, changes in the criteria for promotion may not be applied retroactively to NTTF members during existing multiple year terms of annually renewable contracts.

5.3.3. Process for Evaluation of NTTF Promotion Request

5.3.3.1. A request by a NTTF member for promotion shall be evaluated by the eligible voters of the academic unit.

5.3.3.1.1. The academic unit’s eligible voters for a non-tenure-track faculty member applying for promotion shall consist of all tenured Bargaining Unit Faculty Members in the unit and all non-tenure-track Bargaining Unit Faculty Members of higher rank in the unit.

5.3.3.1.2. In academic units with fewer than three eligible voters, the dean of the college shall appoint BGSU Bargaining Unit Faculty Members holding rank higher than the applicant for promotion, from related disciplines outside the unit, with the consent of the unit’s voting eligible faculty and the Chair/Director. Such appointments will be made so as to maintain the integrity of the discipline.

5.3.3.2. Initial responsibility for applying the established criteria and making recommendations regarding promotion rests with the academic unit’s eligible voters, who shall make a written recommendation to the Chair/Director.

5.3.3.3. The Chair/Director shall submit to the Dean the written recommendation of the academic unit’s eligible voters accompanied by his/her own written statement agreeing or disagreeing with the unit faculty’s recommendation. If the Chair/Director disagrees with the unit’s recommendation, then he/she shall state his/her reasons for the disagreement in writing.

5.3.3.4. Prior to submitting the unit’s recommendation to the Dean, the Department Chair/School Director shall meet with the NTTF member, provide him/her with copies of the written recommendation from the unit faculty and the recommendation from the Chair/Director, and discuss the content of the recommendations.

5.3.3.5. The Dean of the college shall make his/her own recommendation after reviewing the written recommendations of the faculty of the
academic unit, the Chair’s/Director’s recommendation, and the recommendation from the college-level review committee. The Dean will then forward his/her recommendation, along with the written recommendations of the faculty of the academic unit, the Chair’s/Director’s recommendation, and the college-level review committee’s recommendations to the Provost/VPAA.

5.3.3.6. The Provost/VPAA shall have the responsibility for recommending promotion to the President and the Board of Trustees. All written recommendations with appropriate supporting material appended thereto and a record of actions taken shall become part of the permanent personnel files in the Office of the Provost/VPAA.

5.3.3.7. Before the recommendation is forwarded to the next level, the faculty member shall be informed in writing of the recommendation at each stage of the evaluation process. The faculty member has the right to withdraw from the evaluation process at any time by informing his or her Chair/Director, Dean, and Provost/VPAA, as appropriate. In cases where the candidate has exercised his or her right to withdraw from the evaluation process, the recommendation shall not be forwarded to the next level and the evaluation process shall cease without prejudice regarding any future request for promotion.

5.3.3.8. An affirmative vote of a majority of the academic unit’s eligible voters (as defined in 5.3.3.1.1) shall be required to recommend that promotion be granted. Bargaining Unit Faculty Members eligible to vote have the responsibility to vote in decisions on promotion. An abstention or failure to vote has the same effect as a negative vote. Eligible voters on Faculty Improvement Leaves or other approved leaves of absence have the right to participate and vote in these decisions on promotion; however, if they abstain or fail to vote, such abstention or failure to vote does not have the effect of a negative vote.

7. Grievances Related to This Article

7.1. The procedures set forth in this Article shall govern grievances, including any arbitration, related to denial of tenure, denial of promotion, or non—renewal of appointment of Bargaining Unit Faculty Members.

7.2. In Grievances related to denial of tenure, denial of promotion of tenure---track faculty and non---tenure track faculty, or nonrenewal of appointment for tenure track faculty and non---tenure track faculty, the arbitrator shall consider all procedural errors or claims that the decisions made were arbitrary and capricious and determine if, in their totality, they constitute substantive prejudice to the candidate.

7.3. The arbitrator’s authority to form an award shall be confined to (1) identifying the error; and (2) remanding the matter back to the University for further consideration from the point in the process where the identified error occurred. The arbitrator shall remand the tenure, promotion, or non---renewal decision being grieved to the point of initial error with directions as to which of the
existing procedures in the Agreement or in applicable college, school, or department bylaws are to be followed.

7.4. The arbitrator does not have the authority to award tenure, promotion, or renewal of appointment to a Bargaining Unit Faculty Member.

7.5. At each level where a tenure or promotion case is remanded and/or subsequently reviewed, individuals and committees shall consider, on an expedited basis, any advice and recommendations made by the arbitrator.
REQUIRED PROFESSIONAL CV/RESUMÉ FORM FOR BGSU FACULTY

Excerpted from University Charter, Faculty Handbook Section

(In all categories, please respond chronologically with the most recent activity at the top of the list.)

I. Academic Degrees

II. Academic Positions
   A. Teaching Positions
   B. Administrative Positions

III. Non-academic Positions
   (List all salaried positions in business, industry, or government. Do not list minor political offices or appointments.)

IV. Teaching Experiences
   A. Teaching Experiences
      (List the course you have taught and the number of years of experience with each course. Do not list “Problems” or “Readings” courses.)
      1. Undergraduate Courses
      2. Undergraduate—Graduate Courses
      3. Graduate Courses
      4. Other Teaching. (List here interdisciplinary courses, supervision of students, teachers, workshops, or courses conducted to teach graduate assistants to teach or other kinds of teaching unique to a college or university setting.)
      5. Thesis and Dissertation Students. (List here those students for whom you served as the major research advisor and as chair of the thesis or examining committee.)
         a. Theses: Name Degree Year University
         b. Dissertations: Name Degree Year University
      6. Membership on Dissertation Committees: Name Degree Year University
      7. Membership on Thesis Committees: Name Degree Year University

V. Curriculum Development
   (List courses added to the curriculum, workshops, etc.)
   A. Courses
   B. Workshops
   C. Educational Materials (filmstrips, films, TV materials, etc. Provide publisher, date of publication, etc.)

VI. Professional Development
   (List courses taken, workshops, improvement leaves, post---doctoral training, etc.)

VII. Academic Advising
   A. Undergraduate Year Number of Students Assigned
   B. Graduate Year Number of Students Assigned
VIII. Research Interests
(Give the specialty or specialties within your discipline in which you have high research competence(ies) and with which you prefer to be identified.)

IX. Research Projects and Grants
(List the funding agency, the agency project number if known, the date, the dollar amount of support, and the title of the project. Do not list pending or unsuccessful applications. Any special research equipment or travel grants should be included under this heading.)

X. Publications and Equivalencies
A. Publications
List only articles published or accepted for publication and/or books published or assigned a publication date. In all cases include publisher, date of publication, pages and other appropriate information.

1. Books
   (a) Textbooks
   (b) Scholarly books
   (c) Anthologies and all edited texts designated as such
   (d) Indexes and other bibliographic texts

2. Journal Articles
   (a) Refereed Articles
      (1) Journals
      (2) Proceedings
   (b) Non-refereed Articles
      (1) Journals
      (2) Newsletters
      (3) Miscellaneous
      (4) Editorships of Journals

3. Book Reviews
   (a) Book review essays
   (b) Book reviews

4. Abstracts

5. Reports
   (a) Published
   (b) Unpublished

OR

B. Equivalencies

Spatial Arts
(List appropriate information, dates, locations, etc.)

1. Invited BGSU art shows
2. Invited external art shows
3. Juried exhibitions
4. Works in permanent collections
5. Touring exhibits
6. One-person shows
7. Prizes

OR

OR
Dramatic Arts
1. Directing (Play, where performed, dates, sponsor/producer)
2. Acting (Play, where performed, dates, sponsor/producer)
3. Original play (Name, publisher or producer, dates, location, etc.)
4. Scenery and costume design (Play, where performed, dates, sponsor/producer)

OR

Patents Awarded
(List patent number, date, etc.)
OR
Product or Engineering Designs
(Describe product, company accepting design, etc.)

OR

Other

XI. Papers Read to Professional Societies
A. Invited papers
B. Refereed papers
C. Non-refereed papers

XII. Service
A. Department
B. College
C. University
D. Professional
(List only offices or other held appropriate professional service such as chairing a symposium or panel discussion.)

XIII. Research or Professional Consultantships

XIV. Membership in Professional Organizations

XV. Honors and Awards
A. Membership in Honor Societies
B. Awards (List award, date, sponsor, etc.)
NTTF promotion dossier contents
upload materials at erpt.bgsu.edu

1. Academic Unit’s Promotion & Tenure Document.
2. Curriculum Vitae of the Candidate in BGSU format.
4. At least 3 peer teaching evaluations.
5. Quantitative student evaluations for all courses in review period, presented in a comparative context.
6. Qualitative evaluations (full sets of student comments) for all courses in review period.
7. Secondary indicators of teaching effectiveness (materials that document teaching & curricular contributions).
9. Relevant supporting materials for service.
10. Research Narrative: statement describing candidate’s approach, research trajectory, and evidence of accomplishments. IF RESEARCH/CREATIVE IS PART OF APPT.
11. External Review Letters & CVs.*
13. At least five samples of publications or scholarly/creative work. IF RESEARCH/CREATIVE IS PART OF APPT.
15. Previous Reappointment Letter.
16. Recommendation from the Academic Unit Faculty Committee.*
17. Recommendation letter from the Chair or Director.*
18. Recommendation from the A&S PTRC.*

*Candidate is not responsible for uploading these materials.
Teaching documents

Dossier materials
• Narrative statement describing candidate philosophy and evidence of accomplishments. *Should be no more than three single-spaced pages.*
• Quantitative teaching evaluations for all classes taught since hire (for promotion to Lecturer) or since last promotion (for promotion to Senior Lecturer), presented in comparative context.
• Complete sets of qualitative student comments from all courses in review period. (This guideline is under further discussion.)

• At least three substantive peer reviews of classroom teaching during review period.
• Three supplemental examples of innovation and success in teaching.

Supplemental examples may include:
• products of your teaching (projects, labs, exhibitions, student writing, exams)- include your assignment or activity design and a representative example of student work
• presentations and publications on teaching
• reviews by colleagues of student assignments, syllabi, tests, projects
• documentation of outcomes and assessment work

Thoughts on narrative:
• Articulate your teaching philosophy and goals.
• Reflect on successes and those strategies that fell short of success.
• Describe steps taken to improve teaching.
• Discuss materials you use to augment your teaching efforts. Address supplemental materials in your dossier and why they were included.
• Include delineation of learning outcomes and assessment techniques and their results.
• Identify your unique instructional contributions.
• Strike a balance between personal and professional tone.
Service documents

Promotion to Lecturer usually requires demonstration of service at the departmental and college/university level. It is also important to demonstrate that the candidate is a functional “team player” and contributes to the unit. Candidates for promotion to Senior Lecturer are expected to have made significant service contributions at departmental and college/university levels.

Candidates for reappointment should show progress toward these service objectives.

Dossier materials

- Narrative statement that describes the candidate’s philosophy and evidence of recent accomplishments. The recommended length is two pages.
- Relevant supporting materials.

Thoughts on service materials:

- Emphasize several departmental service activities in which you were involved and demonstrate that you made substantive contributions. If you have served as advisor to a student group, include this information here.
- Describe service on college and/or University committees. Emphasize any leadership roles you assumed.
- Include any service to a professional society or organization.
- Include any service to the community at large, if this service is linked to your professional work & expertise.
- Include statements or letters from colleagues that acknowledge your service contributions.
- Your narrative should indicate some service goals for the future.
**Research/Creative Work documents**

*ONLY REQUIRED IF RESEARCH/CREATIVE IS PART OF APPOINTMENT*

**Dossier materials**

- Narrative statement, of **no more than three** single spaced pages, that describes the candidate’s approach/methodology and discusses recent accomplishments. The narrative should depict the evolution of the candidate’s research program. Document collaborations and identify future directions.
- All publications from review period. Creative work should be documented as appropriate.

**Supplemental Materials to Document Research Accomplishments**

- Evidence of grant writing activity including dollars secured (include non-funded as well). **DO NOT** include full grant proposals. You may include abstract and notification of award.
- Presentations at professional meetings.
- Citation indexes.
- Reviews in professional and public media.
- Slides of creative work with an index.
- Programs, announcements of creative work.

**Thoughts on Narrative**

- Include past, present and future research/creative work directions and accomplishments.
- Highlight major accomplishments and explain how they define your trajectory.
- Address the independent evolution of research/creative work since graduate school/hire or since tenure/last promotion.
- Strike a balance between personal and professional tone.
- Emphasize how (graduate) students are involved in your research program.
- Avoid highly technical discussion; write for readers outside your field.
- Include evidence that work is highly valued.