

Promotion and Tenure Review: Credential File Preparation Candidate Responsibilities and General Information

File Review Process

Units (schools, departments, divisions or programs) have separate promotion and tenure documents that address review criteria specific to disciplines and areas of study. These are fluid documents designed to accommodate institutional and disciplinary changes. Please refer to these documents, which are also appropriate for the reappointment review, for specific review criteria. The process for promotion and tenure, while outlined in academic unit documents, must follow the required processes in the CBA, which shall supersede all other policies and documents with respect to file review process.

The review is evaluative in its purpose. The flow of file review generally proceeds from a faculty committee, to the Chair or Director, to a college-level review committee, and then to the Dean and Provost. The Provost's recommendations are forwarded to the President for presentation to the Board of Trustees. Because college procedures may vary slightly, please consult your college office for specifics

Organization and Presentation

The candidate presents his or her accomplishments within the context of the standards and mission of the department/school/division/program. The *Order of Contents for Promotion & Tenure Credential Files* lists the required file content and section order. The following guidelines keep the file concise and uncluttered:

- Identify each section with clearly labeled file names.
- Avoid redundancy by following the *Order of Contents* when compiling the file.
- Eliminate extraneous materials as they will not be considered for review and may detract from the file.
- Do not use plastic paper protectors, staples or paper clips to organize your file materials.

External Reviews

The candidate assists the Chair/Director to identify potential reviewers by recommending nationally recognized experts in his or her discipline or area of expertise. The Chair/Director, however, maintains primary responsibility for and authority over solicitation of external reviews. (Refer to *Chair/ Director Responsibilities* and *Guidelines for Soliciting External Reviews* for further explanation.)

- Avoid conflict of interest when suggesting prospective reviewers. Dissertation chairs or advisors, mentors, joint authors, friends, etc. should not be asked to serve as reviewers.

Credential File Content and Function

The candidate's credential file should be organized in accordance with the *Order of Contents*. The core of the file focuses on your philosophies of and accomplishments in the areas of teaching, research/creative work and service.

- Address teaching, research/creative work and service in separate sections (referred to as portfolios) within the credential file. (When appropriate, explain how your philosophies and methods used in these three areas are interrelated.) Each section should include:
 - A narrative that:
 - provides a philosophy for understanding how the materials represent your career aspirations;
 - explains the principles for selecting evidence of accomplishment included in the section; and

- mentions additional evidence not included in full.
- Documentary evidence of your accomplishments that is representative rather than all encompassing.

Certification of File Accuracy

The Candidate should work closely with the Chair/Director to provide complete and accurate information. The original and one copy of the complete file are forwarded to the College office.

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