

From: Tony Carey, Vice Provost for Faculty Affairs
To: Faculty, Deans, Chairs
Subject: New Required Format and Procedures for Promotion and Tenure Dossiers
Date: June 25, 2012

I write to remind you that Appalachian has for the first time adopted a university-wide standard template for the presentation of tenure and promotion materials. During a 2011-12 pilot, many faculty members chose to use the new template, which provides definite structure for the portfolio. Positive feedback helped lead the Faculty Senate to recommend that the new template be adopted permanently, and the Provost and the Board of Trustees approved the change to start in 2012-13.

Relevant revised sections of the Faculty Handbook are provided below, but let me highlight some points.

- 1) The requirements for a standard format apply to those seeking tenure and/or promotion. Faculty members seeking reappointment during a third-year review should follow departmental guidelines. It would be good practice, however, for departments to model their reappointment portfolio requirements along the lines of promotion and tenure portfolios to provide predictability and consistency for candidates.
- 2) The entire document is called a "Promotion and Tenure portfolio." It consists of two main parts.
 - a. The "P & T Dossier," an template for which is provided in 4.4.5.1.
 - b. A "Collection of Artifacts/Documentation," which is discussed in 4.4.5.2.
- 3) The Departmental Personnel Committee (DPC) and the Department Chair will review the entire portfolio. A candidate will submit the portfolio through his or her department chair.
- 4) After departmental consideration and action, only the P & T Dossier will automatically be forwarded to the Dean and then to the Provost for consideration. The Collection of Artifacts/Documentation will remain in the department and will be available upon request.
- 5) Materials may be submitted digitally (for example, PDF or CD) or on paper.

Please contact your department chair if you have questions.

Template for a Promotion and/or Tenure Portfolio
New Handbook Provisions for 2012-13

Note: The Faculty Handbook has been thoroughly reorganized for 2012-13, and the sections of Chapter 3 that dealt with tenure and promotion are now in Chapter 4 (see below). The new Handbook will be up on the Web prior to the start of fall semester.

4.4.4 Compilation of materials for reappointment of tenure-track faculty prior to tenure consideration. Tenure-track faculty seeking contract renewal prior to tenure consideration shall follow their departmental guidelines for submission of materials to the DPC for review.

4.4.5 Compilation of materials for tenure and/or promotion. The university template for promotion and tenure portfolios shall be followed by all faculty seeking tenure and/or promotion. The Promotion and Tenure portfolio consists of two parts: a Promotion and Tenure (P&T) dossier and a Collection of Artifacts/Documentation appropriate to the faculty member's discipline. Particular requirements for faculty completing the P&T Portfolio are as outlined below:

4.4.5.1 The P&T Dossier: The P&T Dossier in its entirety shall be approximately 35 pages plus a curriculum vita (CV). The candidate's P&T dossier shall consist of the following and be placed in the following order:

1. Cover letter
2. Summary One Page Vita
3. 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.
4. Candidate's departmental P&T policies
(Sections 5-7 below should be no more than a total of 18 pages and each section should be no less than two pages.)
5. Evidence of quality and effective teaching
 - a. A narrative statement describing the candidate's teaching philosophy and experience.
 - b. A discussion of three particularly notable indicators
6. Evidence of quality research/creative activities
 - a. A narrative statement describing the candidate's plans for continuing research/creative activities and how these activities contribute to the discipline.
 - b. A discussion of three particularly notable indicators
7. Evidence of contributions to the department/college/university and/or the profession through service or outreach.
 - a. A narrative statement describing the candidate's commitment to service.
 - b. A discussion of three particularly notable indicators
8. Copies of Annual Reviews by the department Chair
9. Written recommendations of the DPC, chair, dean and Provost will accompany the P&T dossier forward at each appropriate stage of the review.
10. Graduate faculty Membership (optional): If also requesting graduate faculty membership, faculty shall submit with the dossier an **independent** packet: the [Application for Graduate Faculty Membership](#), a CV, and a letter summarizing evidence of engagement in **graduate** education and of staying current in the discipline; and evidence of effective teaching and mentoring at the **graduate** level. These materials will be considered by the DPC in a separate vote at the same time as the P&T review. The graduate faculty membership application will be sent forward to the academic dean for approval, and then to the graduate dean for final action (for more information see section 4.5 The Graduate Faculty)

4.4.5.2 The Collection of Artifacts/Documentation: The Collection of Artifacts/Documentation may include books, articles, recordings, videos, texts of grants and /or works in progress, other creative scholarly work, students' evaluations of teaching, peer reviews of teaching, syllabi, sample student work, letters documenting service, etc. Candidates are strongly advised to consult closely with their department chairs for guidance on selecting appropriate materials for the Collection of Artifacts/Documentation.

4.4.6 Submission of the Portfolio for Tenure and/or Promotion. The entire P&T Portfolio (the P&T Dossier and the Collection of Artifacts/Documentation) shall be submitted to the department chair for consideration by the DPC. The portfolio may be submitted electronically or in printed form (or a combination). The DPC and department chair shall use both the Dossier and the Collection of Artifacts when evaluating the candidate for tenure and/or promotion. However, after departmental 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. At the end of the P&T process, the P&T dossier will be returned to the candidate.