Promotion and Tenure Guidebook

The following outline summarizes the major areas of the promotion/tenure packet, details the required components, and provides general guidance on the type of materials that may be included as evidence. These examples are not meant to dictate the exact content of each packet nor is it implied that each packet will have the same content. Packets should reflect the individual and summarize his/her professional accomplishments.

This outline is not meant to replace the information found in Motlow College policy 5:02:02:30 and 5:02:03:00 but serves as a guide to preparing packets. All candidates are held to the standards described in the applicable policies.

Section 1: Teaching Effectiveness

Each of the items listed below must be documented in the packet as evidence of effective teaching. (For purposes of promotion and tenure, this component will be weighted at 70%).

a) **Evidence of ability to organize and present subject matter in a logical and meaningful way**
   - Documentation: Candidate may discuss use of handouts, activities, course outlines, assignments, and presentations.

b) **Evidence of ability to motivate and stimulate creativity in students**
   - Documentation: Candidate may include teaching demonstrations, class activities, or submit classroom observations evaluation by chair. Candidate may discuss specific, outstanding class assignments, and representative samples of student work.
   - This section also allows the candidate to showcase a representative sample of exemplary materials that the applicant developed including but not limited to exams, grading rubrics, PowerPoint presentations, use of technology, or assignments.

c) **Statement of teaching philosophy**
   - Documentation: The philosophy statement should not exceed 100 words.

d) Course materials
- (i.e. course syllabi, handouts, exams/evaluation instruments, instructional materials), and

e) Results of student evaluations for every course evaluated during the probationary period.

f) The following types of additional documentation may also be included as appropriate. This material may be discussed as a separate section or included in a designated section above.
- Other student input
- Teaching recognitions/awards
- Evidence of professional development in teaching
- Evidence of disciplinary or interdisciplinary program or curricular development
- Evidence of supervision of student projects and other forms of student mentorships, and
- Other evidence of excellence in teaching and mentoring or both.

Section 2: Service Outreach

Service applies to three areas: service within the community as defined by the college's role and mission; service to the college, as in student advising and committee work; and service to the candidate's academic department and/or discipline.

Each of the items listed below must be documented in the packet as evidence of service. This component is weighted in increments of 5 from 5% to 20% and is based on the following three areas.

a) Public service to the community as defined by role and mission
- <u>Documentation</u>: Explanation of community service activities and public service consultation

b) Service to the college
- <u>Documentation</u>: Explanation of committee service and any administrative responsibilities

c) Service to the candidate's academic department and/or discipline
- <u>Documentation</u>: Explanation of departmental work, applied research activities, and active contributions to professional associations

Section 3: Scholarship/Creative Activities/Research/Professional Development

Research applies to studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and encompasses a variety of activities.

Candidates are not required to address each area below, but the categories are representative examples of the types of activities that can be discussed in the packet. This component of the packet is weighted in increments of 5 from 5% to 20%.

a) **Scholarly pursuits in support of the discipline or the teaching profession which include activities such as taking classes or attending lectures, webinars, seminars, workshops, and/or conferences, and reading scholarly publications.**
   - Documentation: Candidate should list activities and briefly explain how these classes and activities enhanced professional development and explain how the content was used in the candidate's professional capacity.

b) **Implementation and use of cutting-edge teaching approaches, such as instructional technology and learning theories.**
   - Documentation: Candidate should list and briefly explain the approaches implemented and how those approaches help enhance instruction.

c) **Performances, composition, and other artistic creations that are evaluated by written reviews and by qualified peers, either in person or aided by other forms of reports or both.**
   - Documentation: Candidates should include brief descriptions or present representations of such creations, including purpose, place, and date of such presentations, as well as any accompanying peer reviews or supporting reports.

d) **Professional or scholarly papers presented at international, national, or regional/state meeting.**
   - Documentation: Candidate should give the presentation title, plus the name, location, and date of the meeting. A summary of the work, of no more than 100 words, may also be included.

e) **Publication of research or scholarly works such as book, journal articles, and other scholarly papers.**
   - Documentation: Candidate should give the title of the publication, the year of publication, the name of the publisher. A 100 word summary of the publication may also be included.

Section 4: Formal Evaluations

This section is for student evaluations and the supervisor's evaluations of the candidate.

a) Student Evaluations
  - Documentation: The Office of the Vice President for Academic Affairs will provide instructions for accessing student evaluations along with the promotion/tenure notification. Candidates should include a statement similar to the following: Student evaluations are in the range of _____ . Candidates are free to draw summary conclusions about evaluations and/or make any comments about professional growth and development based on the evaluations.
  - Student evaluations must cover the period since the last promotion or in the case of tenure since the hire date.

b) Supervisor's Evaluations
  - Documentation: The candidate must submit all evaluations from the appropriate dean to which the candidate is assigned and must cover the period since the last promotion or in the case of tenure since the hire date.

Section 5: Letters of Support (Optional)

The candidate may choose to include up to three letters of support from colleagues or community members who have engaged with the candidate on a project. This section is optional, and letters must be included when the packet is submitted and not at a later date.

Packet Construction and Submission Information

1. Packets should not exceed 30 pages *excluding* the Application Cover Form, student evaluations, and faculty evaluations. The page count covers the narrative, example materials, and letters of recommendations.

2. The completed and signed Application Cover Form should be placed on the top of the packet.

3. The packets are to be <u>paper clipped</u> together and submitted in a brown envelope. The candidate's name should be clearly written on the outside of the envelope.

4. <u>Do not use binders, folders, section dividers, blank pages, or staples for your packet</u>.

5. Use only plain, white paper and a standard 12 point font with 1" margins.

6. Information should only appear on one side of the page. The use of paragraphs, bulleted lists, and line spacing is up to the candidate.

7. Each portfolio will be scanned prior to review; material that is difficult to read or includes photographs will not scan well and will not be easily read by the reviewers.

8. Make sure the narrative is professionally and clearly written and free from typographical, punctuation, and grammatical errors.

9. Packets are to be submitted to the Office of the Vice President for Academic Affairs by 4:30 p.m. on the designated day. Deadlines for submissions will be publicized on a yearly basis and are strictly followed.

10. There are no deadline extensions for promotion packets. Tenure packets might be taken after the published deadline but only for an extenuating circumstance directly involving the candidate. The Vice President for Academic Affairs will decide on any deadline extensions on a case by case basis.

11. Once packets are submitted and have started the review process, no packet will be returned for revisions of any kind nor will any additional material be accepted or considered as part of the review.

A Few Final Important Points

1. This packet should speak for a candidate, so consider very carefully what is included. Including everything isn't beneficial and including material without any explanation of the context can be misleading. Avoid repeating the same material in multiple places in the packet; select the best section for each accomplishment.

2. Attendance at religious services of the candidate's choice is not community service and should not be included. However, participation in a work activity that benefits the community at large as a result of a religious affiliation could be appropriate community service and included in the packet. The emphasis should be on the service project and not the religious affiliation.

3. Monetary donations to charities of the candidate's choice, including the Motlow College Foundation, are not considered community service. Volunteering to assist the Motlow College Foundation with any event would be considered community service.

4. Do not include letters of recommendation that are written on behalf of students as part of the packet.

5. Should samples of student work be included in the packet, the candidate should secure the student's permission and remove all personally identifying information.

6. Do not include descriptions from RateMyProfessor.com or other such sites.

7. If a candidate chooses to include PowerPoint presentations written by the textbook publisher in the packet, the candidate must give credit to the author and be careful not to imply that the applicant created the material.

8. Do not include material from previous employers in the packet. This includes evaluations, letters of recommendations, and student work.