



Promotion, Tenure, and Retention (PTR)

Guidelines for Preparing the Faculty Portfolio

*Division of Academic Affairs and
University Faculty Personnel Committee
Approved Spring 2013¹*

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1. INTRODUCTION

The 2012-2013 University Personnel Committee on Tenure and Promotion was given a charge by the Vice President for Academic Affairs to recommend a set of guidelines for preparing the faculty portfolio. These guidelines serve as a framework for documenting teaching, research and professional service as a member of the Tennessee State University faculty. The process of Retention, Tenure and Promotion (RTP) is subject to the Tennessee Board of Regents policies 5:02:02:20, 5:02:03:60 and Tennessee State University, respectively.

Documentation of work as a faculty member is to be presented in a portfolio format for review by department chairs, departmental committees, college/school committees, deans and the University Personnel Committee on Tenure and Promotion. The organization of the portfolio is consistent for faculty across all academic units, whether faculty members are applying for tenure, promotion, or both during the academic year(s) in which they are eligible for consideration. The Division of Academic Affairs is grateful to the following individuals who served on the Ad Hoc Committee that developed these guidelines. The Division is also appreciative of the technical support provided to the Ad Hoc Committee by Dr. Ken Looney, former Associate Vice President for Academic Affairs.

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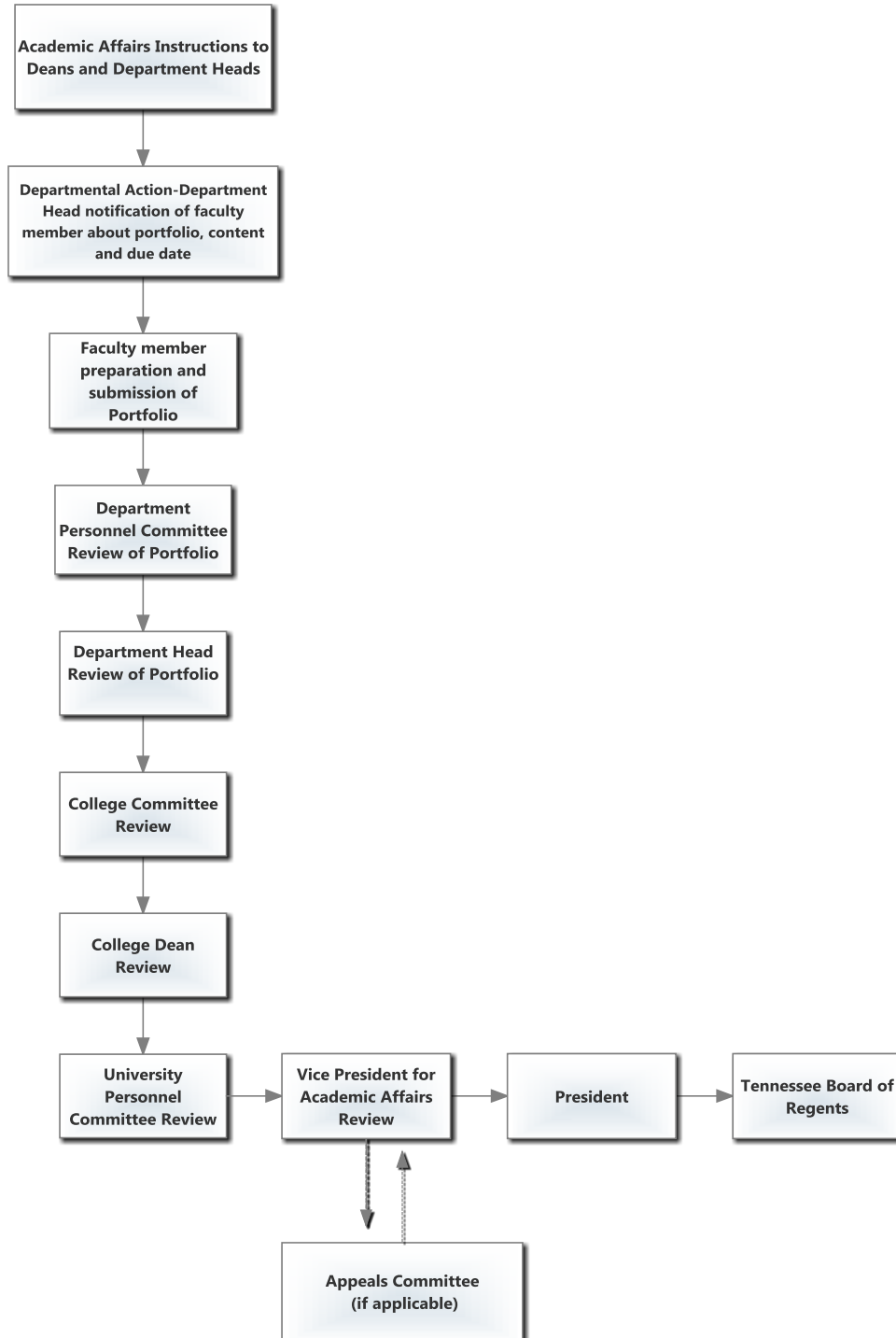
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2. SCOPE OF PORTFOLIO

- a. The Faculty Portfolio should provide an overview of significant accomplishments in three major areas: Teaching Activities; Research/Scholarly/Creative Activities; and Service/Outreach/ and Professional Activities. Narratives supporting each area should be written using reverse chronology, that is, list most recent achievements and/or activities first. Your narrative can include bullet points but should primarily be in sentence/paragraph form and be no longer than two (2) pages.
- b. If you are seeking tenure, include information from your years at Tennessee State University from the date of hire. If you have been awarded years of prior credit toward tenure, include information for only the time spent at Tennessee State University.
- c. If you are seeking promotion to Assistant Professor or Associate Professor, include information from your activities in your three areas since your last promotion at Tennessee State University or your initial appointment at Tennessee State University. If you are seeking candidate's discretion).

3. TENURE AND PROMOTION FLOWCHART

The following chart represents the flow of reviewers of an application for retention, tenure, and/or promotion. The narrative portion of the guide expands on the logistics of submission.



4. **PROMOTION, TENURE, AND RETENTION: ACTION STEPS AND TIMELINES²**

- a. Academic Affairs Instructions to Deans and Department Chairs—**Last Friday in September**
- b. Departmental Action--Department Chair Notification of Faculty Member about Portfolio, Content, and Due Dates—**Last Friday in September**
- c. Department and College Tenure and Promotion Committees formed—**Second Friday in October**
- d. Faculty Member Preparation and Submission of Portfolio to Department—**Third Friday in October**
- e. Department Chair Transmission of Faculty Portfolios—**Fourth Friday in October**
- f. Department Tenure and Promotion Committee Review of Portfolio—**First Friday in November**
- g. Department Chair Review of Portfolio—**Second Friday in November**
- h. Deans/Directors Receive All Portfolios from Department Chairs and Forward to College Tenure and Promotions Committee—**Third Friday in November**
- i. College Tenure and Promotion Committee Review—**First Friday in December**
- j. College Dean Review—**Third Friday in December**
- k. University Faculty Personnel Committee Review—**First Friday in February**
- l. Vice President for Academic Affairs Review—**Third Friday in February**

² Dates for action by committees and administrators are approximate, and will vary each year. They should be followed as closely as possible to facilitate completion of the process. Faculty members wishing to submit portfolios for promotion and/or tenure (or both) should consult with the department head at the beginning of Fall Semester regarding specific timelines. See Appendix D.

- m. Appeals Committee (if applicable)—**Second Friday in April**
- n. President's Review—**Last Friday in April**
- o. Tennessee Board of Regents Receives President's Recommendations—**First Friday in May**

5. PREPARING YOUR PORTFOLIO

- a. All faculty seeking retention, tenure, or promotion must complete and submit a Faculty Portfolio.
- b. Faculty preparing portfolios should attend one of the scheduled faculty development workshops on promotion, tenure, and retention.
- c. New faculty members to the University are strongly encouraged to attend one of the scheduled faculty development workshops on promotion, tenure, and retention.
- d. Faculty who wish to apply for tenure and/or promotion should notify the department chair/program director of their intent in the semester prior to the one in which they will apply.
- e. Faculty members should consult closely with their department chair/program director as well as with experienced senior members of the department for guidance in preparing an accurate, well organized, and up-to-date portfolio.

6. ORGANIZING YOUR PORTFOLIO

The Faculty Portfolio is divided into six sections as follows: (1) Cover Information; (2) General Information; (3) Department Chair Evaluations; (4) Teaching; (5) Research/Scholarship/Creative Activities; and (6) Service/Outreach/Professional Activities.

SECTION 1: INTRODUCTION

- a. Tenure and/or Promotion Recommendation Form
 - The form and its instruction can be found in Appendix E.
- b. **Cover page**

This will include:

 - Name
 - Academic Year
 - Last/Terminal Degree and Institution
 - College (Academic Unit)
 - Department
- c. **Table of Contents**
- d. **Statement of intent/cover letter and other items**
 - Example of text for statement of intent for promotion:
 - “Please consider this portfolio in support of my application for promotion to Associate Professor at Tennessee State University.”
 - Example of text for statement of intent for tenure:
 - “Please consider this portfolio in support of my application for tenure at Tennessee State University.”

SECTION 2: GENERAL INFORMATION

a. Up-to-date Curriculum Vita

- A vita is a continuing academic record of the faculty member's activities and accomplishments. At the very minimum, your vita should be well organized, current, accurate, and aesthetically appealing.
- Follow reverse chronology, that is, list most recent achievements and/or activities first. The standard parts of your vita should include the following: your current position at Tennessee State University, your prior positions, education, teaching, scholarly/creative activities, and professional accomplishments.

b. Promotion and/or Tenure Eligibility Checklist

See Appendix B

c. Copy of original Notice of Tenure-Track Appointment and Agreement of Employment

- This is your contract letter with the University, and includes special conditions that govern your employment and relationship with the University.
- Interpretations of a faculty member's contract that contravenes or deviates from what is explicitly stated in the contract letter (such as years toward tenure, requirements for promotion, and conditions governing employment, etc.) are not permitted. For example, a departmental review committee cannot require a faculty member hired at the rank of Instructor to complete a doctoral degree or a terminal degree to attain tenure or be retained if the terms of the faculty member's contract do not specifically state that the faculty member is required to complete the aforementioned degree in order to be tenured or retained. If

any questions arise regarding a faculty member's contract, all interested parties shall consult with the University Counsel for clarification and with the Vice President for Academic Affairs. While alterations of a contract are extremely rare, any proposed re-negotiations of the terms of a faculty member's contract must be part of a mutual decision between a faculty member and his/her department and must have the express written approval of the President.

d. Letters of Support

- Include a minimum of two recommendations of support from external faculty peers.

SECTION 3: DEPARTMENT CHAIR EVALUATIONS

- a. Include all annual evaluations from department chair over the period covered.

SECTION 4: TEACHING

- a. Narrative Description: Include a narrative description of teaching activities and student evaluation of instruction for every course evaluated during the period covered. Additional evidence of teaching excellence should demonstrate the following: ability to organize and present subject matter in a logical and meaningful way; and ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students. Documentation of teaching might include: course materials; evidence of supervision of student projects, and other forms of student mentorships.

- b. Other Types of Evidence: A candidate for tenure may choose to include other types of evidence that support his/her application such as additional student input; student products; teaching recognition; teaching scholarships; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

SECTION 5: RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

- a. Summary Statement: Provide a summary statement of research/scholarship/creative activities commensurate with the requirements for the application for promotion and/or tenure. Evidence of such activities should include citations of books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination.
- b. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
- c. Professional scholarly papers presented at international, national, or regional meetings may be appropriate.
- d. Research proposals and funded research projects.

SECTION 6: SERVICE/OUTREACH/PROFESSIONAL ACTIVITIES

- a. Summary Statement: Provide a summary statement of Service, Outreach and Professional activities commensurate with the requirements for the application for promotion and/or tenure. Evidence of such activities should encompass a faculty member's activities in one or a combination of three areas: outreach or public service, university service, and professional service. For initial tenure and/or promotion, include in your summary statement service activities since appointment to tenure-track at TSU. For promotion only, include activities since appointment date to current rank/last promotion to current rank at TSU.
- b. The outreach or public service function is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the university. As a vital component of the University's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.
- c. University service refers to work other than teaching and scholarship done at the Department, College, or University level. A certain amount of such service is expected of every faculty member. Indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on Departmental committees and participating in College and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as

advisor to a University-wide student organization, and membership on a University search committee.

- d. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance. Examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal. Include detailed list of Honors and Recognitions.

APPENDIX A: FACULTY PORTFOLIO CONTENT CHECKLIST

Section 1: Introduction

Include the following items:

- A. Tenure and/or Promotion Recommendation Form
- B. Cover Page to include: Name, Academic Year, Last/Terminal Degree and Institution, College (Academic Unit), and Department
- C. Table of Contents
- D. Letter of Intent/Cover Letter

Section 2: General Information

Include the following items:

- Curriculum Vitae
- Tenure and/or Promotion Eligibility Checklist
- Copy of Original Tenure-Track Appointment
- Letters of Support from External Faculty Peers-(minimum of 2)

Section 3: Department Chair Evaluations

Include the following items:

- All annual evaluations from department chair over period covered.

Section 4: Teaching

Include the following items:

- Provide narrative describing Teaching activities.
 - For initial tenure and/ or promotion, stress teaching activities since appointment to tenure-track positions at TSU.
 - For tenure-track faculty seeking promotion only, stress activity since appointment date to current rank/last promotion to current rank at TSU.
- All student evaluation of instruction summary sheets for each course taught during period-by academic year.
- Additional documentation

Section 5: Research/Scholarship/Creative Activities

Include the following items:

- Research Activities—Provide a written summary of research activities during this period. Discuss research experience
 - For initial tenure and/or promotion, stress research activities since appointment to tenure-track position at TSU.

- For tenured faculty seeking promotion only, stress activities since appointment date to current rank/last promotion to current rank at TSU.
- Provide detailed list of grants and awards during period.
- Provide detailed list of written research/publications with the articles attached.
- Provide detailed list of papers presented, workshops developed, etc.

Section 6: Service/Outreach and Professional Activities

Include the following items:

A: Service Activities

- For initial tenure and/or promotion, provide written summary and stress service activities since appointment to tenure-track position at TSU.
- For promotion only, stress activity since appointment date to current rank/last promotion to current rank at TSU. Also stress TSU service learning experiences.

B: University Service

- Provide a detailed list of administrative activities serving the University-wide community.

C: Professional Service

- Provide a list of the work done for organizations related to one's discipline or to the teaching profession generally.
- Include a detailed list of Honors and Recognitions

APPENDIX B: TENURE AND/OR PROMOTION ELIGIBILITY CHECKLIST

This checklist is to be completed by the Department Chair in concert with the faculty member prior to the faculty member assembling and submitting a portfolio for tenure and/or promotion.

Name: _____ T# _____
Last First Middle

Present Rank and Date Awarded: _____

Date of Tenure-track Appointment at TSU: _____

Is this the sixth year of tenure track employment? _____ If not, explain the reason for application by exception: _____

Has appointment been continuous? Yes _____ No _____
(If appointment has not been continuous, attach explanation)

Has the faculty member met department criteria for promotion? _____
If not, why not? _____

Has the faculty member met College/School criteria for promotion? _____
If not, why not? _____

Check-off to determine faculty member's eligibility for academic tenure and/or promotion consideration:

TENURE

_____ Satisfies the number of years from date of tenure appointment. By the end of the current academic year, the faculty member will have completed not less than the minimum six (6) years of probationary service at TSU.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

PROMOTION

_____ Faculty member satisfies the minimum five (5) years of professional experience in current rank.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

Department Chair's Signature: _____

Date: _____

APPENDIX C: INSTRUCTIONS TO DEANS AND DEPARTMENT CHAIRS

TENURE/PROMOTION APPLICATIONS 2015-2016

TENURE

Tenure-track faculty who meet TBR and TSU requirements for tenure must make application for tenure at the beginning of the academic year in which they wish to be recommended for tenure. It is the responsibility of the dean/director of each tenure-recommending unit to initiate the tenure application process through verifying that a faculty member is eligible to submit a portfolio for review.

Annually, prior to communicating to tenure applicants their eligibility to apply for tenure, the dean/director should review TBR, TSU and departmental/college conditions for tenure. Preferably, this is done at the close of the spring semester proceeding the fall semester in which the faculty member is to submit a portfolio for peer review.

The dean/director reviews the appointment contract, including years of service and all conditions related to tenure. Once the dean/director, in consultation with the immediate supervisor (department chair), verifies a faculty member's eligibility to apply for tenure, the faculty member should be informed, preferably in writing, that he/she may submit a portfolio for peer review. Faculty should submit two copies of application materials in binders using the Faculty Portfolio Format described in this document.

Each year, the Office of Academic Affairs issues a calendar, which includes approximate timelines for faculty to submit portfolios and for peers to review them at the several levels which comprise the tenure recommendation process (2014-2015 calendar/timeline attached).

PROMOTION

The department chair and the dean/director should review TBR, TSU and departmental/college conditions for eligibility for promotion. The University does not automatically promote faculty members upon completion of the required years in rank. Rather, promotion is awarded by the University through the positive action of the Tennessee Board of Regents (TBR) in recognition of merit, achievement, and potential. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she meets the defined qualifications for the various faculty ranks (See faculty handbook for minimum qualifications in terms of time in rank and other criteria).

Tenure and Promotion applications are normally acted on by the Tennessee Board of Regents at its June meeting. Faculty members are notified in the summer after receipt of the TRB's approval.

**APPENDIX D:
TIMELINE FOR 2015-2016
TENURE AND PROMOTION**

*Dates for action by committees and administrators are approximate, and will vary. They should be followed as closely as possible to facilitate completion of the process.

By September 26, 2014, the department chair and dean/director in each faculty unit will review the personnel files of all faculty members to determine their time and/or eligibility for promotion or tenure. Faculty members will be informed by the department chair/director of the results of this review and questions resolved (by the faculty member, dean, director). Unresolved questions will be referred to Vice President for Academic Affairs and Human Resources for resolution **prior to the faculty member beginning the process of submitting a portfolio.**

By October 10, 2014, College and department tenure and promotion committees must be formed.

By October 17, 2014, faculty should submit all tenure and promotion files to department chairs.

By the fourth Friday in October (October 24, 2014), the Department Chair will:

- a) Receive from all candidates for tenure and/or promotion an application file containing items to be reviewed at each committee level.
- b) Convene the Department Tenure and Promotion Committee and explain the review process.
- c) Forward (without comment) application files to the Department Tenure and Promotion Committee.

By the first Friday in November (November 7, 2014), the Department Tenure Promotion Committee will:

- a) Review application files of candidates in their Department for tenure and/or promotion
- b) Prepare and submit to the Department Chair the Committee's recommendation on each candidate's application.

By the second Friday in November (November 14, 2014), Department Chairs complete their recommendations for each candidate's application.

- a) Department chairs will add to the file a written report on teaching, research, and service effectiveness.

By the third Friday in November (November 21, 2014), the Dean/Director will:

- a) Receive all recommendations for tenure and/or promotion from Department Chairs and will forward these (without comment) to the College Tenure and Promotion Committee.

By the first Friday in December (December 5, 2014), the College Tenure and Promotion Committee will:

- a) Review all files and recommendations of the Departmental Committees.
- b) Prepare and submit to the Dean/Director a written recommendation on each candidate.

By the third Friday in December (December 19, 2014), the Dean will:

- a) Review all files, including recommendations of the Departmental and College Committees.
- b) Prepare and submit to the Vice President for Academic Affairs a written recommendation of each candidate.

By the second Friday in January (January 9, 2015), the Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.

By the first Friday in February (February 6, 2015), the University Faculty Personnel Committee will:

- a) Review all the files, reports of committees, and recommendations of Department Chairs and Deans.
- b) Forward a recommendation on each candidate to the Vice President for Academic Affairs.

By the third Friday in February (February 20, 2015), the Vice President for Academic Affairs will:

- a) Review all files, including reports of committees and recommendations of administrators.
- b) Forward a recommendation on each candidate to the President

By the first Friday in March (March 6, 2015), the Vice President for Academic Affairs will:

- a) Inform each candidate in writing of the Vice President's recommendation concerning his/her tenure/promotion application.

If the Vice President's recommendation is negative, the candidate may appeal. The Vice President for Academic Affairs will inform faculty of the appeal date.

By the fourth Friday in March (March 27, 2015), all written appeals must be submitted to Academic Affairs.

By April 10, 2015—Review of appeals by University Appeals Committee that will:

- a) Review all appeals files and forward recommendations to the Vice President for Academic Affairs

By April 17, 2015, the Vice President for Academic Affairs will:

- a) Review Appeals Committee recommendations and will forward all Appeals Committees recommendations and her/his recommendation to the President.

By April 24, 2015, the President will:

- a) Review all files including the findings of appeals, reports of committees and recommendation of all administrators.

By May 1, 2015, the President will:

- a) Forward all recommendations regarding tenure and promotion to the Chancellor of the Tennessee Board of Regents.

By May 1, 2015, the President will:

- a) Notify all appellants of recommendations forwarded to TBR.

In June 2015, the TBR will review recommendations of the President and will vote to award tenure and/or promotion. By the end of July 2015, the University will notify faculty of their status relating to tenure and/or promotion.

**APPENDIX E:
Tenure and/ or Promotion Recommendation Form
2014-2015**

Instructions: Complete Section A and include in the Introduction of the Portfolio.

Section A

Name _____ T# _____

Department: _____

School/College (Academic Unit): _____

Applying for: **Tenure** **Promotion**

From (Rank): _____

Highest Degree: _____ Year Awarded: _____

(If not terminal degree, a letter of explanation must be submitted justifying tenure/promotion)

Current Academic Rank: _____ Year Awarded: _____

Date of Tenure-Track Appointment: _____

Years Awarded toward Tenure: _____ Years toward Promotion: _____

Section B

Recommendation: Write “yes”, “no”, or “NA” for not applicable. If a “no” recommendation is given, each committee must provide a written letter of explanation for the negative recommendation. Each administrative head, dean or department chair must provide a written statement for either recommending or not recommending tenure or promotion.

	<u>TENURE</u>	<u>RANK</u>
Department Committee Explanation:	_____	_____
Department Chair Explanation:	_____	_____
School/College Committee Explanation:	_____	_____
Academic Dean/Director Explanation:	_____	_____
Faculty Personnel Committee Explanation:	_____	_____
Faculty Appeals Committee Explanation: (If applicable)	_____	_____