

THE UNIVERSITY OF TEXAS AT ARLINGTON

COLLEGE OF LIBERAL ARTS

TENURE & PROMOTION GUIDELINES

(FOR THE PREPARATION OF DOCUMENTATION
FOR TENURE AND PROMOTION)

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Establishing guidelines for the process of application for tenure and promotion in the College of Liberal Arts supports its goals of excellence in scholarship, teaching, and service among its faculty.

These guidelines present 1) a compilation of information which may elucidate a candidate's accomplishments in scholarship, teaching, and service; and 2) a format and organization of the documentation which provides consistency for the reviewers at all levels. The guidelines do not prioritize or assign relative value to any of the information. Evaluation of the data is the responsibility of the reviewers.

THE FORMS

The forms are available on the web in Mac/OS and DOS Word and WordPerfect formats. Copies of the computer files and sample pages may be obtained from the department or the Office of the Dean of Liberal Arts.

TENURE AND PROMOTION DOSSIER

TABLE OF CONTENTS

- Section A: Recommendations
- Title Page.
 - Candidate Data and Recommendations of Dean, CCTP, Department Chair, and ACTP.
 - Table of Contents.
- Section B: Evaluation Summaries of Reviewers
- Summaries by Dean, CCTP, Department Chair, and ACTP supporting tenure and/or promotion recommendations: overall plus individual for teaching, scholarship, creative activity/service.
 - For candidates going up for Tenure and Promotion to Associate Professor, provide summaries by Department Chair and ACTP from previous Annual Reports on Tenure-Earning Faculty (most recent placed first). This does not apply to candidates going up for Promotion to Full Professor.
- Section C: Teaching Performance
- Candidate's Statement on Teaching.
 - Blank copy of all Teaching Evaluation Instruments.
 - Summary of quantitative teaching evaluation sheets for all student evaluations of teaching (by the Department Chair and/or ACTP).
- [Both the quantitative teaching evaluation sheets for all student evaluations of teaching from all tenure-earning years, or if tenured, from the year of last promotion at UTA and all student evaluations of teaching from all tenure-earning years are to be included as Supporting Materials (in the candidate's box.)]
- Section D: Scholarship (Research and/or Creative Activity)
- Candidate's Statement on Research or Creative Activity.
 - Cumulative Record of Research or Creative Activity.
- Section E: Service (University and Professional)
- Candidate's Statement on Service.
 - Cumulative Record of Service.
- Section F: External Evaluations
- Sample of letter sent to external reviewers.
 - List of materials (in bibliographic format) sent to external reviewers.
 - A summary of the qualifications of the external reviewers prepared by the ACTP Chair is to be included. This summary shall list name,

position, and organization and other relevant information about each reviewer's professional/academic qualifications for evaluating the candidate for tenure and promotion, but shall not indicate whether the request originated with the candidate or the committee. (Complete CVs of reviewers to be included in supporting materials [box]).

- All External Evaluation letters received must be included. At least three to be chosen by the candidate and at least three by the ACTP.

Section G: Candidate's Curriculum Vita

Section H: Departmental Criteria for Tenure and Promotion

DOCUMENTATION OF TEACHING PERFORMANCE – SECTION C

CANDIDATE'S STATEMENT ON TEACHING

In addition to comments on approach to teaching, the Statement on Teaching may include information on the following points, if applicable:

- Explanation of any unique situations for the instructor of the course (e.g., the first semester to teach, required course for majors, required core curriculum course, elective course, lab course, individual instruction).
- Explanation of innovative curricula or new course developments, specific advances in teaching methodology, use of media and/or technology.
- Special teaching responsibilities and related assignments (supervised research, honors courses, supervision of student teaching, service as chair or member of master's and doctoral committees).
- Evaluation of student achievement.
- Assessment of the data from the student surveys.
- Evidence of accessibility to students (e.g., office hours).
- Presentation of extra- or co-curricular workshops and/or seminars.
- Public or professional recognition of teaching excellence (list selection criteria).

SUMMARY OF QUANTITATIVE TEACHING EVALUATIONS

The department chair prepares a 1-2 page summary of the results of the quantitative portion of the teaching evaluations. The summary should include an overall analysis, areas of concern indicated by the scores, and other relevant information.

SUPPORTING MATERIALS

- All student evaluations from all tenure-earning years, or if tenured, from the year of the last promotion at UTA.
- Syllabi from all courses taught.
- Peer evaluation of teaching, if available.

DOCUMENTATION OF SCHOLARSHIP – SECTION D

CANDIDATE'S STATEMENT ON RESEARCH OR CREATIVE ACTIVITY

This statement should explain the candidate's research contribution(s), or its equivalent in creative activity, as it relates to the broader disciplinary field. In addition, the candidate should outline plans for future research or creative activity.

EXPLAINING THE RESEARCH CONTEXT IN THE CANDIDATE'S STATEMENT

The department chair and the candidate should work together in order to establish and explain the context within which the candidate's research and/or creative activity takes place. This might include, but need not be limited to, explaining disciplinary norms with regard to mode, quality and rate of productivity, ranking the publication outlets, and providing information about acceptance rates and citations. Any anomalies regarding time to publish, review, delays, etc., should be clearly indicated.

EVIDENCE OF RESEARCH AND PUBLICATION

Books (authored or edited), Refereed and Non-refereed Journal Articles, Book Chapters, Publications in Conference Proceedings, Book Reviews, Translations, Textbooks, Workbooks, Lab Manuals, Journal Comments, Journal Notes, Conference Papers and/or Presentations at meetings of professional societies.

DOSSIER/REPORT FORMAT

List by category and provide complete bibliographical information for each entry. List in chronological order within each category, beginning with the most recent.

SUPPORTING MATERIALS

If materials, such as book contracts, letters of acceptance, etc., need to be added to the tenure and promotion file once the review process has begun, the candidate should request the department chair or Dean of the College to add the material to the file and place a note at the front of the file noting the material that was added, the date the material was added, and at what stage of the review process the material was added.

Include one original, if available, or one copy of all published materials. If materials are forthcoming or under review, provide the following (if available): Copies of signed contracts, galleys, reader's reports, confirmation of review, acceptance, other documentation (e-mails, etc.)

Include book reviews and/or the referees' reports. Verify that items listed on the CV and/or addressed in the statement are documented in the supporting materials.

EVIDENCE OF CREATIVE ACTIVITY IN THE VISUAL AND PERFORMING ARTS

In disciplines where scholarship is expressed in performance, exhibits, or works of a creative nature, documentation of achievement should be complete and according to the established norms for the discipline:

Performances (Concerts, Recitals, Theatrical Productions), Exhibitions, Compositions

DOSSIER/REPORT FORMAT

List by geographic venue (International, National, Regional, State, Metroplex, Campus).

List by category and provide complete information for each entry.

Specify how the candidate was chosen to participate (by invitation, by audition) and from what pool (international, national, regional).

Specify what role the candidate played in the event (Performance: conductor, soloist, soloist in ensemble, performer in ensemble, actor, director; Exhibition: solo exhibition, one of 20 other exhibitors).

Comment on audience size.

State if a professional fee was received (do not list the amount), if travel was provided, or if the work was commissioned.

(Receiving a professional fee may be considered a form of peer review in the arts.)

SUPPORTING MATERIALS

Include programs, brochures, advertisements.

Include reviews when available.

Include a copy of the invitation or acceptance letter.

DOCUMENTATION OF SERVICE

Documentation of service activity may include, but is not limited to, the following:
(Consult the Handbook of Operating Procedures 6-303 for more extensive list of activities)

CANDIDATE'S STATEMENT ON SERVICE

UNIVERSITY SERVICE

University, College, Departmental Committees.
Administrative duties.
Special assignments/projects.
Outreach/recruiting (e.g., visits to schools, consulting, participation in university-sponsored programs, preparation of departmental brochures or advertising, web pages, etc.).
Advising (Academic, Student Organizations).
Evidence of accessibility to students.
Attendance at university-sponsored professional development programs for advisors.

PROFESSIONAL SERVICE

Participation in professional groups (officer, committee member).
Editor of professional journal.
Member of editorial board or external peer reviewer of book manuscripts or journal submissions.
Participation at the local, state, national and international levels in activities related to area of professional expertise (e.g. consultant, workshop leader).
External reviewer for tenure and promotion candidates from other colleges and universities.
Service to government, industry, public organizations.

DOSSIER/REPORT FORMAT

Categorize activities under the suggested headings (University and Professional Service)
List in chronological order within each category, beginning with the most recent.
Give complete information as to committee's purpose, function, or task.
Give complete information as to faculty member's role in the committee (e.g., elected/appointed, chair/member).
Reviewers outside the department may not be acquainted with the purpose, structure, or importance of a departmental-level committee or the faculty member's level of participation.

SUPPORTING MATERIALS

Include letters of appreciation.
Include letters of appointment.
List awards for exceptional service (e.g., Outstanding Undergraduate Advisor).

TENURE AND PROMOTION – THE REVIEW PROCESS**CANDIDATE**

Submit list of possible external reviewers to department chair.
Prepare materials to send to external reviewers. Provide original or clean copy of each item to be sent to external reviewers and a bibliographic list of the materials to the department.
Check vita and documentation for accuracy, clarity, and completeness.
Provide and assemble the Supporting Materials. Include only one original or copy of each example in the Supporting Materials.
Organize the material in hanging files in the boxes provided by the Office of the Dean.
Cross-reference materials to the listings in the Tenure and Promotion Dossier. Ensure that all items referenced have corresponding documentation in the files.

DEPARTMENT CHAIR AND/OR ACTP

ACTP: Prepare list of external reviewers – including at least three suggested by the candidate and three suggested by the ACTP. Prepare brief biographies of reviewers.
Department Chair: Contact external reviewers to secure their agreement to serve as reviewer and request CVs. Send candidate's materials (provided by candidate)

to the reviewers, and collect all incoming letters and CVs of reviewers. Include letters in the dossier and CVs in the box. Verify that all relevant materials are included in the candidate's files. Submit the Dossier to the Associate Dean for Academic Affairs for a final rechecking before the requisite copies are made. Provide the number of copies of the Dossier required for the review process.

GLOSSARY

TENURE AND PROMOTION DOSSIER. . . .Packet of information which contains the recommendations of each review level, the lists of materials offered in support of the candidate's productivity in the areas of teaching, scholarship, and service, the letters from external reviewers, the candidate's complete curriculum vita, and departmental criteria for tenure and promotion.

SUPPORTING MATERIALS. . . .Originals of manuscripts, articles, concert programs, reviews, papers, evaluations of teaching, syllabi, support letters from students, members of the community, and colleagues which accompany the Annual Report on Tenure-Earning Faculty and the Tenure and Promotion Dossier. (This is what is commonly referred to as "The Box.")

CURRICULUM VITA. . . .A complete, current list of degrees granted, academic experience, publications, presentations, awards, honors, etc.

ACTP. . . .Advisory Committee on Tenure and Promotion (at the departmental level).

CCTP. . . .College Committee on Tenure and Promotion.

SUMMARY OF REVIEW PROCESS

SCHEDULE OF APPROXIMATE DUE DATES

(Exact dates will be sent by the Dean's Office each semester in coordination with the Provost's Office)

WHEN	FOR WHOM	ACTION
Spring	Faculty and Department Chairs	Elect/Appoint ACTP and CCTP. Send results to the Dean's Office.
Spring	ACTP	Compile a list of names of external reviewers (T&P only).
	Candidates for Tenure and/or Promotion	Compile a list of names of external reviewers (T&P only).
Late Spring / Early Summer	Candidates and Tenure-Earning Faculty	Prepare materials for review.
	Department Chair	Send letters and materials to external reviewers.
September 15	Candidates and Tenure-Earning Faculty	Submit Tenure and Promotion Dossier and Supporting Materials to Department Chair.
October 1	ACTP	Submit T&P written evaluations to Department Chair.
First Week of October	Department Chair	Add ACTP and Department Chair evaluations to Dossier. (Departmental staff will enter the written evaluation on computer form "Section B" and place the printed copy in the appropriate position in the document.)
Second Week of October		Submit T&P Dossier to Associate Dean for Academic Affairs for final rechecking before reproducing. Take 15 copies of the Dossier to Dean's office along with the Supporting Materials.

December 1	CCTP	Submit written evaluations and decisions to Dean. (The Dean's Office will enter the written evaluation on computer form "Section B" and place the printed page in the appropriate position in the Dossier.)
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