

Teachers College Promotion & Tenure Suggestions

The Teachers College Promotion and Tenure Committee has created a set of suggestions to facilitate the development of the promotion and tenure electronic folder. The primary objective should be to provide evidence that demonstrates the quality of your Teaching, Scholarship, and Service.

Length of process: For the majority of faculty, promotion and tenure is a 7-year process. It also is important to note that promotion and tenure are now aligned, with a recommendation for promotion and tenure being made during the 7th year. Tenure-track faculty are reviewed each year by his/her department. The College Promotion and Tenure Committee will conduct a review during the 4th year (which is considered the 4th year pre-tenure review) and at the 7th year.

Below is a chart that describes the review process:

Department/College Pre-tenure Review Schedule

<i>Years Toward Tenure</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>
Starting w/0 years	D	D	D	D/C	D	D	D/C
Starting w/1 year	X	D	D	D/C	D	D	D/C
Starting w/2 years	X	X	D	D/C	D	D	D/C
Starting w/3 years	X	X	X	D/C	D	D	D/C

D = Department C = Committee

Fourth-year (Department/College) pre-tenure review: During the 4th year of the pre-tenure probationary period, your work will be examined and assessed by both the Department and College P & T Committees. The primary purpose of the 4th year review is to guide your successful completion of the promotion and tenure process in the 7th year. The Teachers College P & T Committee will review the quality of your Teaching, Scholarship, and Service and provide feedback specific to each area.

Develop a structure for your work: Follow an outline of topics that illustrate your professional activities in the areas of Teaching, Scholarship, and Service. Begin the organization of your artifacts early before the 4th year review by the College P&T Committee. Committee members (Department and College) will examine your work based on the quantity and quality of the evidence.

Narratives for each section: In addition to an executive summary, please include an introduction to each section (Teaching, Scholarship, and Service) that gives a context for the evidence you present. Be reflective on how you have developed professionally over time. Remember, the College Committee Members may have limited background in your area of expertise; therefore, be descriptive of how artifacts support your professional development in each area.

Submit all Promotion and Tenure Materials in the Faculty Success Platform: Your work should be submitted in Faculty Success Platform including an executive summary introducing your materials and the appropriate Faculty Success Promotion and Tenure Report. The executive summary should describe the evidence supporting your professional development, areas of expertise, and your professional focus. Materials should be well organized and represent your work adequately and accurately. Again, the focus should be on the inclusion of quality materials, rather than volume alone. Materials that do not highlight the quality of your teaching, scholarship, and service will distract from the critical areas you

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want to emphasize within the electronic P&T folders.

Teaching: Organize your teaching evidence to align with the introduction to this section. Describe in the introduction your general areas of documentation and how you have grown professionally as a teacher. Highlight any teaching methods that you have planned and developed. Include unique artifacts that support your development. Charts and tables could be used to summarize and clarify evidence.

There needs to be evidence of:

- Student growth
- Course and program improvement over time
- The improvement in teaching over time
 - Reports by peers, department chairs and other competent observers
 - Self-evaluations of teaching performance
 - Professional development activities to improve teaching and learning
 - If you have low evaluations for a course, provide a rationale and describe how you worked to improve the course
 - Other appropriate evidence

Scholarship: Organize your evidence of scholarship to align with the introduction to this section. Note the importance of scholarship to support your professional development over time. Reflect on the artifacts that you have collected, i.e., publications or presentations.

Publications: Refereed publications are preferred. Include a description of each publication (articles, chapters, and/or books) that supports your professional development as a scholar

- Indicate status (in press, under review, published, etc.) of the journal or other medium (book, chapter, monograph, etc.)
- Indicate how publications are consistent with your line of research or emerging line of research
- Describe how your publications have made significant contributions to your field
- Describe how manuscripts were reviewed (i.e., anonymous, invited with peer review) and/or selected
- Describe readership, circulation, acceptance rate, and other helpful information
- Include reprints for committee members to examine

Presentations:

- Indicate status of the organization or audience
- Explain how presentation proposals were reviewed and/or selected
- Specify audience, including number in attendance
- Non-print products and/or presentations (video, computer software, multimedia, grants, etc.)
- Describe the development of the artifact
- Provide evidence of the quality of the product
- Research and development grants – Include the purpose, scope, funding amount, funding source, results, and impact

Service: Organize evidence of your professional service to align with the introduction to this section. Also, it is important to focus on professional service and avoid including service activities outside the scope of your profession.

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- Briefly describe the place, audience, length, purpose, etc., other information meaningful to the P&T committee
- Categorize service according to various levels of commitment to the profession (i.e., department, college, state and national/international)
- The following are examples of areas of service that contributes to your professional service:
 - Honors, awards, and recognitions
 - Service grants – describe the scope, funding amount, funding source, results, and impact
 - Editorial or review processes for journals or organization
 - Committee responsibilities
 - Program development
 - Doctoral committees