

Tenure/Promotion Application Procedures

This iteration of the procedures does not incorporate the role of the University Tenure & Promotion Committee. The participation of the UTPC is obligatory for all tenure-track faculty with contracts beginning after the 2020-2021 academic year. If your service as a tenure-track faculty member began in Fall 2021 or thereafter, please consult the document describing the procedures that include the UTPC.

General

1. Like the Midterm Tenure Review dossier, the tenure/promotion dossier (hereafter referred to simply as the “tenure dossier”) must be submitted in electronic format.

While the tenure application process customarily takes place during the fall semester, these instructions also apply to tenure applications in the spring.

2. The instructions set forth here are intended to apply to everyone involved in the tenure application process, including not only faculty applicants but also the department tenure committee, the academic deans, and the provost (or academic vice president). These instructions should be used in conjunction with the document entitled “Application for Tenure/Promotion,” the link to which is:
<http://webmedia.jcu.edu/provost/files/2018/07/APPLICATION-FOR-TENURE-0718.pdf>
3. While these instructions are divided into sections that specify the obligations of the various participants in the tenure application process, all participants are urged to acquaint themselves with the entire process by reading the instructions from beginning to end.
4. Electronic submission makes use of the Canvas learning management system.
5. The vice provost for academic affairs (VPAA) is responsible for managing access to the electronic dossier as it moves through the process. Please note that participants **must** notify the VPAA at specific points during the process, as requested in these instructions. Moreover, the notification must occur in writing, via email. Only such notification guarantees that the process will continue moving forward in a timely manner.
6. From the beginning to the end of the tenure application process, the electronic dossier will be accompanied by a paper copy that includes the basic components of the dossier. (Please see Point 10 below.)
7. These instructions have benefited from the experience of previous faculty candidates who have submitted an electronic dossier. For that reason, any participant who has concerns or suggestions is encouraged to convey them to the VPAA so that the process might be improved for all those involved in it. In the meantime, your patience, flexibility, and attention to the instructions set forth here are greatly appreciated.

Faculty Applicant

8. All faculty who are officially scheduled to apply for tenure (and have been notified of such) AND any faculty who notify the Provost/AVP's Office about their intention to apply for tenure or promotion (customarily, by September 1) will be enrolled in the course "Tenure/Promotion Application" in Canvas and assigned a unique section number. Every applicant will receive an email invitation to join the course several months prior to the deadline for submission of their dossier. The faculty applicant should accept the email invitation to join the tenure application course.
9. In Canvas, the electronic dossier for the tenure application is organized into several modules. The faculty applicant is responsible for populating *the first two modules*, the contents of which are described below. All items expressly created for the dossier should make use of nothing less than a 12-pitch font.

Module One: Part One of Applicant Dossier

- a. "Application for Tenure/Promotion" (form provided to the candidate by the Provost/AVP's Office; also accessible from the webpage of the Provost's Office)
- b. Table of Contents
- c. Candidate's summary statement, including the rationale for the action being requested and separate sections on Teaching Effectiveness, Research/Scholarship, and Service (comprising a total of no more than 10-12 pages)
- d. Up-to-date and complete curriculum vitae. It should include separate sections on the candidate's educational background and academic degrees, professional employment, courses taught, publications, scholarly presentations, professional memberships, and awards and honors. For tenure candidates, publications and scholarly presentations recognized as occurring during the probationary period should be highlighted. For promotion candidates, publications and scholarly presentations to be considered as accomplishments since the last promotion should be highlighted.
- e. Copy of department tenure policy and/or promotion policy. For tenure candidates or tenure/promotion candidates, this should be the department policy in effect at the point of hire. For candidates seeking only promotion, this should be the department policy in effect on September 1 of the semester in which the application for promotion is made, unless stated otherwise in the department's tenure-and-promotion documents.
- f. Copies of all annual reviews of progress toward tenure (for tenure candidates).
- g. Teaching load summary, including numbers of students, for the current semester and at least five preceding semesters; summary of advising activity.

Module Two: Part Two of Applicant Dossier

Appendix. It should include supporting documentation for Teaching Effectiveness and Service; also, copies of books, published articles, reviews, syllabi, and a complete set of teaching evaluations since the Midterm Tenure Review. Teaching evaluations should be accompanied by a summary and analysis of the data. (It is acknowledged that any books in the applicant's dossier may have to be submitted in bound form instead of electronically.) For promotion dossiers, only publications that have appeared since the last promotion, and only teaching evaluations for courses taught since the last promotion,

should be included. Publications which have appeared since the last promotion but for which credit was taken for the last promotion should be excluded from the dossier.

Together, the contents of these two modules make up the entire faculty contribution to the tenure/promotion dossier. The internal organization of each of the two modules is left up to the faculty applicant. The applicant may wish to consult the appendix “How to Create an Interactive Canvas Page” (provided by the Provost/AVP’s Office) to prepare a dossier that can be more easily reviewed by department colleagues and academic administrators (<http://webmedia.jcu.edu/provost/files/2018/07/Interactive-Canvas-Page.pdf>).

10. The faculty applicant also must prepare a paper version of the dossier that consists of everything *except the Appendix*. (The contents of the paper dossier are the same as those of Module One or Part One of the electronic dossier. By contrast, the Appendix—the largest single component of the dossier—is the only part that will be submitted exclusively by electronic means.) Moreover, the first page of the paper version should be the “Application for Tenure/Promotion,” the form document on which the participants sign off on the dossier as it makes its way through the review process. The paper version of the dossier should be presented in a **binder** that the faculty applicant may pick up from the Provost’s Office.
11. The faculty applicant must populate the first two modules of the tenure course on Canvas and submit the paper version of the MTR dossier to the chair of the department tenure committee by **October 1** (in the case of a spring application, **March 1**). In addition, the faculty member must notify the VPAA by email as soon as these tasks have been completed. Should the date fall on a weekend, the deadline becomes the next available weekday.

Department Tenure-and-Promotion Committee

12. Upon being notified of the uploading of the electronic dossier by the faculty applicant, the VPAA will remove the faculty applicant from the tenure course and, at the same time, enroll in it the members of the department tenure/promotion committee. (The committee chair will be responsible for letting the VPAA know, by email, who the members of the committee are, preferably well in advance of the submission deadline for the dossier.)
13. After reviewing the dossier, the department tenure-and-promotion committee may ask the candidate to add material to or otherwise change the content of the dossier. In that case, the chair of the committee must inform the VPAA, at the same time specifying the time period during which the candidate will have access to the dossier. The VPAA will enroll the candidate in the tenure course at the beginning of that period and then remove the candidate from the course at the end of that period.
14. The committee is responsible for adding to the dossier a recommendation and confirmation of a vote by its members (all of whom should be identified), including an evaluative statement detailing the candidate’s performance in the areas of teaching, scholarship and service, along with the evidence to support the evaluation. This document should be added to the paper copy of the dossier *and*—in the form of a PDF—must be uploaded to Module Three of the faculty

candidate's TP course. Any evaluations of scholarship by external evaluators should be included here as well.

15. When the committee has completed its work on the electronic dossier, the committee chair will forward the paper copy to the appropriate dean (the dean of the college to which the faculty applicant belongs) by **November 1** (**April 1** for a spring semester tenure application). The committee chair will also notify the VPAA that this task has been completed and provide a copy of the committee's recommendation and report to the candidate.

Committee of Academic Deans

16. Upon being notified by the chair of the department tenure-and-promotion committee that the committee has completed its review of the electronic dossier, the VPAA will remove the committee members from the tenure course and, at the same time, enroll in it the Committee of Academic Deans (COAD).
17. COAD—in the person of the appropriate dean—is responsible for adding its own recommendation to the paper copy of the dossier *and*—in the form of a PDF—to Module Four of the applicant's tenure course.
18. When COAD has completed the work described in Step 17, the appropriate dean will forward the paper copy of the dossier to the Provost/Academic Vice President. The appropriate dean will also notify the VPAA. This should occur no later than **December 1** (**May 1** for a spring semester tenure application).

Provost/Academic Vice President

19. Upon being notified by the appropriate dean that COAD has completed its review of the dossier, the VPAA will enroll in the tenure course the Provost/Academic Vice President.
20. By **December 15** (**May 15** in the case of a spring semester tenure application), the Provost/AVP notifies the candidate of his/her decision, and informs the appropriate dean, the department chair, and the chair of the department tenure-and-promotion committee of that decision. These communications are done in writing. The notification to the candidate is added to the paper copy of the dossier *and*—in the form of a PDF—is uploaded to Module Five of the faculty applicant's tenure course.
21. If the final decision is contrary to the recommendation of COAD or the department tenure committee, then the Provost/Academic Vice President must provide the reasons that contributed to that decision in communicating with those groups.
22. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the Provost/Academic Vice President of the reasons that

contributed to that decision and, if further requested by the candidate, those reasons should be confirmed in writing.

23. The Provost/Academic Vice President sends the paper copy of the dossier to the Office of the President. The president signs off on the “Application for Tenure/Promotion” form and then returns the paper dossier to the Office of the Provost and Academic Vice President. At this point the “Application for Tenure/Promotion”—now with every necessary signature—is converted to a PDF and added to the electronic version of the dossier.
24. With the tenure application process complete, the VPAA will remove COAD and the Provost/Academic Vice President from the tenure course.

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