

Provost's Guidelines for the Promotion and Tenure Process

For Applicants, Committees, Chairs, and Deans

March 30, 2009

These guidelines developed by the Provost's Office are intended to provide faculty and department chairs with a framework for developing portfolios for promotion and/or tenure that present accomplishments of faculty candidates in the most effective manner. They are designed to assist reviewing committees and deans to present useful assessments of the portfolio. This document is intended to serve as a guide but in no way supersedes or replaces the language of the MSP contract. These guidelines aim to achieve consistency in organization of the portfolio, which in turn, will help to ensure ready access to the components by the various levels of review: department personnel committee, chair, college personnel committee, dean, provost, chancellor, academic vice president, president, and board of trustees.

Faculty candidates, members of personnel committees, and chairs are expected to review the relevant sections of the Faculty Contract, especially Articles VII and VIII and Appendix 9. Departmental chairs are expected to mentor and advise all new faculty members. In particular, they should inform them of all promotion and tenure requirements.

Information for All Candidates

Candidate's Portfolio: All candidates for promotion and/or tenure are expected to prepare a portfolio that contains a record of their accomplishments (in professional activities, research and scholarship, instructional activity, and service). They should also provide appropriate documentation of these accomplishments, which may include copies of their published works, all published reviews of their work, and information about the nature and term of any funded research.

The promotion and tenure calendar may be found at http://www.uml.edu/academicaffairs/Faculty/Tenure_and_Promotion.html It provides candidates and reviewing authorities with a timetable of due dates for the given academic year.

Guidelines for organizing the portfolio.

1. Binders. Place the materials in three-ring, large capacity binders. Separate various sections by dividers.
2. Cover Page. The portfolio begins with a cover sheet that includes the candidate's name, present rank, department, date of appointment at University of Massachusetts Lowell and rank awarded, number of credits for years of prior service, dates for leaves of absence (with the purposes of the leaves indicated), and dates and places of previous promotions. This sheet should state the candidate's area of specialization within the discipline.
3. Letter of Application. Presents an overview of the candidate's accomplishments to date. It may be helpful to include a statement of professional interests and goals, including specific

plans to further these interests and to achieve these goals in future years. Typically, this letter should not exceed five double-spaced pages.

4. Curriculum Vitae. Immediately after the letter of application, a copy of the curriculum vitae should be included. This curriculum vitae should follow the format outlined in PF#6 (Appendix 9) of the MSP contract.

4A Under the section on Professional Activities

Appropriate items may include presentations at professional meetings, listing the title and date of the presentation, the name and location of the meeting, and a one or two sentence description of the presentation.

Professional service: List memberships on editorial boards, activities as referee for scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, and services as critic, juror, and/or consultant for professional organizations. The list should include dates of service.

Recognition by National, Scholarly, and Professional Associations: List and include titles of honors, awards, fellowships, and internships.

General Recognition Within One's Discipline: List requests for colloquium presentations or workshops, reviews of publications, films, video productions, theatrical works, exhibitions, or performances. Also it is helpful to list citations and references to the candidate's work by others, invitations to exhibit, and guest performances.

4B Under the section on Research and Scholarship

- a. Scholarly Writings in Journals, Books, Monographs, and Reviews: In the case of published articles and those accepted for publication, include the title of the article, name of the journal, volume, date (or projected date of publication), names of the authors as they appear in print, and a one or two sentence description of the publication. This may include an assessment of its contribution to the discipline. Clear indication should be given of whether the article has been published or only accepted for publication.
- b. Published Books and Monographs and Those Accepted for Publication. List the title, publisher, and date of publication or projected publication, and a one or two sentence description of the work. You may include an assessment of its contribution to the discipline. For works only accepted for publication, clear indication should be given of whether an item is a book manuscript in press and scheduled for publication at a more or less definite date, or a book project for which a contract has been awarded and a manuscript is to be submitted to the publisher in the future.
- c. Book Reviews, Abstracts, and Reports. List the title, author, place of appearance, and date of publication or projected publication.

DOCUMENTATION

Provide copies of articles, books, reviews, etc. listed. In the case of articles, books, monographs, book reviews, abstracts, and reports accepted for publication, also provide copies of letters of acceptance, agreements and contracts. Items that have been accepted for publication based on all required levels of peer and editorial review are useful for purposes of promotion and tenure. For multiple-authored works and

collaborative projects, the candidate (and when possible the department) should assess and explain in detail the degree of the candidate's contribution to the work.

d. Achievements in the Visual and Performing Arts: Include the title, location, affiliation, and date for exhibition and performances, and a one or two sentence description of the presentation, including an assessment of its significance. Provide documentation appropriate to the venue.

e. Awards and Grants: List scholarships, fellowships, travel awards, professional development grants, grants funded by local agencies, and grants from national agencies.

DOCUMENTATION

Provide official letters of award indicating the type of the award, the schedule of funding, the period of the award, and the precise role of the investigator and any other co-principal or co-investigator in the research or creative activities funded.

4C Under the section on Instructional Activity, appropriate materials may include:

A list of courses taught during the preceding five years. It may be useful to provide a copy of the most recent syllabus used for each course. For each course, include date taught, title and number, and number of students.

A list of Independent Studies, Honors Theses, Graduate Theses and Dissertations; for each, include name of student, title of project, and date completed.

Special recognition or awards for instruction: list type of award and date.

Documentation: Perception of Students: include the results of student evaluations. Peer/Chair evaluations: include written assessments based on classroom observations. It is helpful to include representative syllabi, selected examinations and quizzes, reading lists or handouts (or comparable information given to students), a list of special projects, and an indication of student accomplishments.

4D Under the section on service:

In general, service will be considered primarily on the basis of its benefits to the University of Massachusetts Lowell. Letters from a candidate's department may discuss this category. Service expectations for promotion to Associate Professor are more limited than those for promotion to Professor. In general, for promotion to Associate Professor, a candidate is expected to collaborate with colleagues in departmental functions and, where appropriate, in professional activities and on departmental committees. The emphasis during the probationary period is on the full development of research/creative and instruction accomplishments. Major service roles are not expected at this stage.

In contrast, promotion to Professor should include significant participation not only in Departmental, College, and University Committees, but also in activities such as professional associations and contributions to the community at large. In areas in which a candidate believes substantial contributions have been made (as may be indicated in the candidate's statement on service), it may be useful for the department to provide information about the effectiveness or importance of the candidate's service in its letter.

a. Assistance to Colleagues: List consultation about educational problems, reviews of manuscripts, collaboration on research projects, assistance with film, video, or dramatic productions, artistic exhibitions, or musical performances, and contributions to programs in other concentrations, areas, or schools.

b. Contributions to the department: List memberships on departmental committees, development of programs, and activities. List only contributions not related to professional development or instruction.

c. Committee Responsibilities at the College, University, or System Level: List committees and periods of service.

d. Support of Local, State, National, or International Organizations: List consultantships, memberships on advisory boards, and offices held, and include dates.

e. Significant Community Participation: List lectures, speeches, presentations, performances, and short courses, and include dates.

f. Meritorious Public Service: List assistance to governmental agencies and development of community, state, or national resources and include dates.

g. Offices Held in Professional Associations (if not listed under professional activities): List titles, dates of term, and method of selection.

5 External Review Letters

Departments are expected to secure letters from outside reviewers (normally three letters) to be included in the portfolio. These reviewers are typically drawn from lists recommended by the candidate, the tenured faculty, and the Department Chair. Reviews should be solicited by the Chair; the reviewers will be asked to write regarding the quality and level of the candidate's accomplishments in research/scholarship/creative work and the impact this work has had on the discipline. Outside reviewers may also be asked to address the candidate's accomplishments in service, if applicable. The outside reviewers may be affiliated with institutions in which the emphasis on research and scholarship is of a rigor similar to or more demanding than that at University of Massachusetts Lowell. In appropriate circumstances, outside reviewers may be drawn from relevant non-academic settings which maintain similarly rigorous standards. A brief resume of the outside reviewer--or a description of this person's accomplishments and standing in the field may accompany the reviewer's letter of evaluation.

For candidates seeking promotion from assistant professor to associate professor with tenure

Normal time for consideration.

1. For promotion of assistant professors to associate professors with tenure, the normal time for consideration is in the sixth probationary year for tenure-track assistant professors.
2. In certain cases, normally at the time of the appointment in an assistant professor position, credit may be given to a faculty member for her previous professional record. Such credit will be normally specified in the initial letter from the Provost.
3. In the absence of approved credit for prior professional record, an assistant professor may elect to come up early for consideration where a case could be made for exceptional merit. In such cases,

it is prudent to consult with the Department Chair and the Dean prior to embarking on the significant effort required for preparation of the portfolio.

4. Except for approved sabbaticals or professional leaves, the tenure clock is normally suspended for all other approved leaves.

For individuals seeking promotion from associate professor to professor

1. For promotion from associate to full professor, consideration shall be after at least eight* years of successful, full-time teaching experience in four year institutions of higher education at the rank of Assistant Professor or higher with three years of such experience at the University of Massachusetts Lowell two of which years must be at the rank of Associate Professor.

*Unless teaching time required is reduced when waived by recommending authorities.

See also comments on service contributions above.

Instructions on Assessment to Committees, Chairs, and Deans

1. Scholarly Assessment The relevant committees should include in their recommendations an assessment of the quality and standing in the profession of the journals, presses, museums, exhibitions, concerts, performances and the like in which the candidate's work has appeared. Candidates should identify clearly in their portfolios which of their publications appear in refereed journals. Candidates with co-authored works should clearly indicate their contribution to the works, and evaluative committee(s) may incorporate assessment of this contribution in their letter of recommendation.

2. Instructional Activity Assessment Evidence of teaching effectiveness normally includes the results of student evaluations as well as chair/peer evaluations.

3 Service Assessment. The Departmental and College Personnel Committees may include an indication of the types of service assessments used in the unit. University, professional and community accomplishments constitute appropriate activity in this area of assessment.

4. For candidates for promotion to professor, the primary emphasis of the assessment is work done since promotion to or appointment as associate professor.

CONTRACT APPENDIX A-9

Suggested information for COMPREHENSIVE PROFESSIONAL VITAE
(Personnel Form #6)

Name
Rank
Department

A. EDUCATION AND ACADEMIC QUALIFICATIONS

1. Education (academic degrees earned, institutions, dates, fields of study, honors, etc.)
2. Academic Experience (length of time at each institution, ranks held, etc.)
3. Non-Academic Professional Experience

B. PROFESSIONAL ACTIVITIES

1. Professional Association Participation (offices held, editorial board, reviewer, committee service, types of presentations, membership, etc.)
2. Professional Honors and Awards (honors, awards, and recognition)
3. Non-teaching Activities (consulting and other professionally related experience)

C. RESEARCH AND SCHOLARSHIP

1. Grants and Contracts (grants and external funding)
2. Academic and Professional Publications (full citations and reprint of books, monographs, chapters, refereed proceedings, journal articles, etc.)
3. Other Research or Creative Activities – Performances, Exhibitions, etc. (Reprints of programs and/or critical reviews of creative activities, copies of unpublished manuscripts, etc.)

D. INSTRUCTION RELATED ACTIVITY

1. Teaching (graduate and undergraduate courses taught, number of years taught, direction of individual student academic work, membership on committees for individual student work, teaching recognition, course and program development)
2. Other Activity and Accomplishments Related to the Instructional Function

E. SERVICE

1. Community Activities Related to Professional Field
2. Committee Activities (Service on department, college or university committees)
3. Other Service to the University