PROVOST’S ANNUAL PROMOTION WORKSHOP
FOR TEACHING & CLINICAL FACULTY

FRIDAY, May 7, 2021 • 9:00-11:00 AM

AGENDA

9:00    Welcome, poll, & workshop goals

9:05    Documenting Accomplishments in the Areas of Evaluation – Provost Joseph Hartman
        ♦ Teaching
        ♦ Service

9:20    Process, Timeline, & Resources – P&T Team

9:40    Panel: Recent Perspectives on the Promotion Process

10:20   Open Q&A with panel and presenters

Thank you for attending!
DOCUMENTING ACCOMPLISHMENTS
IN THE AREAS OF EVALUATION

♦ Tell the story of your contributions in teaching and service

♦ Consider the multiple audiences for your materials
Teaching

"Including, but not limited to [...] development, improvement and demonstration of subject matter competence, continued improvement of methods and procedures of classroom presentation; active participation in departmental evaluation of course offerings and curricula for the purpose of maintaining their quality, relevance, and viability; conscientious discharging of responsibilities for student advisement throughout the academic year; and special or uniquely valuable contributions to the development or implementation or teaching of needed courses in any college or division of the University, and the like."
AREAS OF EVALUATION

Documenting Accomplishments

Service

-to the Profession
-to the University
-to the Community
SELECTED UPDATES FOR 2021-2022

Updates are noted on the last page of the guidelines.

- **New process** for candidates to request a 2021-22 P&T file share folder: Complete the simple web form at https://www.uml.edu/service/Apps/Forms/Form/Render?id=218412 by July 1, 2021.

- **NEW** The process for chairs to secure letters of assessment from clinical sites is now included in the guidelines, and the template letter for chairs to send to potential clinical assessors is found in Appendix 8.

- Additional information on submitting addenda is included.

- Additional information on submitting student course evaluations is included.

- **IMPORTANT:** The submission deadline for the candidate’s materials has been moved from 11:59 pm to **5:00 pm on September 20, 2021.** This change ensures that IT Help Desk assistance will be available for candidates with any last-minute password or technical issues.
PROMOTION TIMELINE: Early Dates

(Promotion and/or Tenure Calendar 2021-2022)

<table>
<thead>
<tr>
<th>Date/Event</th>
<th>Description</th>
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<tbody>
<tr>
<td>Spring 2021 (clinical faculty only)</td>
<td>Clinical candidates provide Chair with contact info for letters of assessment from clinical sites.</td>
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<tr>
<td>End of May (for clinical faculty only)</td>
<td>Chairs solicit letters of assessment from clinical sites by 8/16/21.</td>
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<tr>
<td>Friday, May 21 9:30-11:00 am</td>
<td>Candidates attend the Electronic Promotion Materials workshop (optional).</td>
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<td>May - August</td>
<td>Candidates work on materials, seek feedback, revise &amp; edit.</td>
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<tr>
<td>By July 1</td>
<td>Candidates request a folder on the P&amp;T file share.</td>
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<tr>
<td>Sept. 20, 2021 5:00 pm ET</td>
<td>Deadline for individuals to file for promotion and tenure and to upload all materials for Department Chairpersons. Candidates upload two PDF files by 5:00 pm.</td>
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CANDIDATE MATERIALS

Candidates upload two PDF files with the following contents:

Main Portfolio (pdf #1)

– Cover page
– Candidate’s Curriculum Vitae (CV) (MSP contract Appendix A-9, Personnel Form #6)
– Candidate’s Narrative—recommended length: 5 to 7 pages
– Instructional Activity Chart (Appendix 6)


CANDIDATE MATERIALS (CONT.)

Electronic Supplemental Materials (pdf #2)

Required:
- All annual or periodic evaluations by the Department Personnel Committee, department chair, and dean (include formal annual evaluations and classroom observations of teaching; exclude reappointment letters)
- Student evaluations from the period under review—including scanned copies of all pages/sides of all completed evaluation forms (including numerical ratings and all written comments)
  NOTE: Per agreement with MSP, faculty are not required to share evaluation results from Spring 2020, Fall 2020, and Spring 2021; candidates may include evaluations from these semesters if they wish.
- For Clinical faculty, letters of assessment from clinical sites

Optional:
- COVID-19 personal impact statement
- Other significant evidence
## PROMOTION TIMELINE: Campus Review Levels

<table>
<thead>
<tr>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>Department Personnel Committee</td>
<td>Dean</td>
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<tr>
<td>Oct. 25 – Nov. 8</td>
<td>Jan. 10 – Feb. 15</td>
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<tr>
<td>Department Chair</td>
<td>University Rank and Tenure</td>
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<tr>
<td>Nov. 8 – Dec. 6</td>
<td>Feb. 15 – March 7</td>
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<tr>
<td>College Personnel Committee</td>
<td>Provost</td>
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<tr>
<td>March 7 – April 7</td>
<td>Chancellor</td>
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PANEL: Recent Perspectives on the Promotion Process

- **John Palma**, *Department of Electrical & Computer Engineering*
  Recently-promoted Associate Teaching Professor’s Perspective

- **Lori Soroken**, *Department of Nursing*
  Recently-promoted Full Clinical Professor’s Perspective

- **Maria Matz**, *Department of World Languages & Cultures*
  Department Chair’s Perspective

- **A.J. Angulo**, *Department of Curriculum & Instruction*
  University Rank & Tenure Committee Member’s Perspective

Thank you to all our panelists!
PROMOTION AND TENURE RESOURCES

Where to go for help:
- [www.uml.edu/PandT](http://www.uml.edu/PandT)
  - Provost’s guidelines, calendar, user guides, and useful links
- Department Chair and Colleagues
- P&T Team Help Session - individual or small group
  - Paula Haines
  - Donna Mellen
    - Schedule early
- Email “hotline”:
  - PandT@uml.edu