



# PROVOST'S PROMOTION & TENURE WORKSHOP FOR TENURE-TRACK FACULTY

MONDAY, APRIL 4, 2022 • 9:00-11:00 AM

## AGENDA

- 9:00 Welcome, poll, & workshop goals
- 9:05 Demonstrating Excellence in the Areas of Evaluation – *Provost Joseph Hartman*
- ◆ Research  
*University Supports for Faculty Research – Vice Chancellor Julie Chen & Associate Vice Chancellor Anne Maglia*
  - ◆ Teaching
  - ◆ Service
- 9:35 Process Timeline & Resources – *P&T Team*
- 9:55 Panel: Recent Perspectives on the Promotion & Tenure Process
- 10:45 Open Q&A with panel and presenters

***Thank you for attending!***



# A QUICK POLL – SHOW OF HANDS

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## 1. What brings you here today?

- I'm planning to apply for promotion and/or tenure in 2022-23
- I'm considering applying in 2022-23, but I'm undecided
- I'm not ready to apply, but want to learn about the process
- I'm a chair or dean here to support a candidate

## 2. If you are planning/considering an application in 2022-23, what type?

- Promotion from assistant to associate professor with tenure
- Tenure only at current rank
- Promotion to full professor

# WORKSHOP GOALS

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## **We hope you will come away with:**

- ✓ an understanding of the areas of evaluation
- ✓ familiarity with the process
- ✓ a sense of how to present your accomplishments effectively
- ✓ a sense of the collaborative effort of your peers that goes into the P&T process

# AREAS OF EVALUATION

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- Research, Scholarship, & Creative Activity
- Teaching / Instructional Effectiveness
- Service

# DEMONSTRATING EXCELLENCE

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## Research, Scholarship, Creative Activity

The candidate should discuss the importance of their research, scholarly works, and/or creative activity and the development of their discipline. This is defined in the MSP contract (VII.B.2.c.(2)):

*Including, but not limited to research funded by governmental agencies, professional associations and/or publicly acknowledged by learned and professional societies; book publications by governmental agencies, professional associations, and/or acknowledged publishing houses; and publications in recognized professional and/or academic journals, and published conference proceedings.*

# DEMONSTRATING EXCELLENCE

## Teaching / Instructional Effectiveness

The candidate should discuss activities that, directly or indirectly, create the rich educational environment of UMass Lowell. In accordance with the MSP contract, evaluation of faculty achievement in instructional effectiveness should consider the full breadth of their contributions. The MSP contract (VII.B.2.c.(1)) defines instructional effectiveness as:

*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.*



# DEMONSTRATING EXCELLENCE

## Service

The candidate should discuss the impact of their sustained and transformative service to the profession, University, and community. The narrative should not merely list activities undertaken or committee memberships, but should provide readers with a clear picture of how the candidate shapes professional life in the discipline, participates in faculty self-governance, and enacts leadership at these various levels. The narrative should clarify the candidate's role in key service activities cited, and identify the resulting accomplishments and outcomes; leadership roles should be emphasized.\* The contract sets out three areas for recognized service (VII.B.2.c.(3)):

- (a) Service to the Profession*
- (b) Service to the University*
- (c) Community Service*

\* The candidate should list both compensated and uncompensated service assignments, and delineate accordingly.

# GUIDELINE UPDATES & REMINDERS

## 2022-2023

- Candidates request a 2022-23 P&T fileshare folder: Complete the simple web form at [www.uml.edu/pandt](http://www.uml.edu/pandt) by July 1, 2022.
- Candidate's may include a brief Covid-19 personal impact statement both in the materials to be sent to reviewers and in their portfolio.
- External review letter timeline clarifications for the chair are provided.
- Additional information on submitting student course evaluations is included.
- Inclusion of use and development of OER materials as an example of instructional activity.

# PROMOTION & TENURE PROCESS: EARLY STEPS

(Promotion and/or Tenure Calendar 2022-2023)

Spring 2022	Candidates complete Appendix 1 & 2a (Waiver Statement & External Review Evaluator Selections Form) and submit to Dept. Chair. Chair & Dean complete Appendix 2b & c.
Mid-May	Chair solicits external reviews from the final list of reviewers. Candidates provide a current CV, a reasonable number of samples of scholarly work, and (optional) brief statements of research accomplishments and Covid impact to Dept. Chair.
Last week of May	Chair sends materials to reviewers who have accepted.
Mid-June	If the Chair has not received at least five external review letter commitments per candidate, they will solicit additional reviewers.

\*Candidates intending to apply for Promotion and Tenure in 2022-2023 are reminded to attend the Workshop on Preparing and Submitting Electronic Promotion Materials on May 17 from 9:30am – 11am. Register at: <https://www.uml.edu/pandt>



# APPENDIX 1

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## External Review Letters Waiver Statement Provost's Guidelines: Appendix 1

I understand that I may voluntarily waive access to the external letters of recommendation solicited on my behalf.

- I hereby **waive** my right to view external letters of recommendation.  
(I realize I will not view external review letters at any time before, during, or after the Promotion and/or Tenure process.)
- I **do not waive** my right to view external letters of recommendation.  
(I realize the Reviewer must be notified prior to writing the letter.)

# APPENDIX 2A



External Review Letters Evaluator Selections Provost's Guidelines: Appendix 2A Candidate's Selections

Date: \_\_\_\_\_

Name of candidate: \_\_\_\_\_

Promotion/Tenure Type: \_\_\_\_\_

Submission Year: \_\_\_\_\_

*The candidate will not solicit letters from or have any contact with external reviewers during the entire promotion and tenure process.*

**Candidate's Selections**

Include the following:

External Reviewer Name	Title/Position	Rank	Department	University/College	Relationship to Candidate, if known

**Candidate's Selections**

Exclude the following:

External Reviewer Name	Title/Position	Rank	Department	University/College	Relationship to Candidate, if known



# PROMOTION AND TENURE PROCESS TIMELINE

(contractual dates in bold)

By July 1	Candidates request a P&T fileshare folder
August 10	External reviewers should submit their evaluation and CV to Dept. Chairs.
August 17	Chair ensures all external letters have been received and seeks additional reviewers, if needed.
By Sept. 1	Chair reviews external reviewer materials and completes Appendix 2c.
<b>Sept. 19, 2022</b>	<b>Deadline for individuals to file for promotion and tenure and to upload all materials for Department Chairpersons. Candidates upload two pdf files by <u>5pm</u>.</b>
<b>Oct. 3, 2022</b>	Deadline for Chairpersons to submit all individual promotion and tenure materials to DPC (fileshare).

# PROMOTION & TENURE REVIEW LEVELS

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2022	
Oct. 3 – 24	Department Personnel Committee
Oct. 24 – Nov. 7	Department Chair
Nov. 7 – Dec. 5	College Personnel Committee
2023	
Dec. 5, 2022 – Jan. 9	Dean
Jan. 9 – Feb. 14	University Rank and Tenure
Feb. 14 – March 6	Provost
March 6 – April 6	Chancellor

For Tenure:

Materials are provided to the Board of Trustees for review.

# CANDIDATE MATERIALS

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Candidates upload two PDF files with the following contents:

## **Main Portfolio (pdf #1)**

- Cover page
- External Letter Waiver Statement (Appendix 1)
- Candidate’s section of the List of Suggested External Reviewers (Appendix 2a)
- Candidate’s Curriculum Vitae (CV)
- Candidate’s Narrative—recommended length: 5 to 7 pages
- Instructional Activity Chart (Appendix 6)
- Research Funding Report (Appendix 7) (if applicable)

# CANDIDATE MATERIALS (CONT.)

## Appendix 7: Research Funding Report

Office of Research Administration  
 <College> - <Department>  
 Proposals

Appl ID	Name	Proposal	Proj Role	Status	Sponsor	Primary Sponsor	Proposal College Name	Anticipated End Date	Anticipated Start Date	Title	2014		
											Dept Credit	Credit Allocated Prop Budget	Total Prop Budget
XXXXXX	Last, First, M.	000000000000000	CPI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	50	\$ 8,000.00	\$ 16,000.00
		000000000000001	PI	NOT	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	100	\$ 430,141.00	\$ 430,141.00
		000000000000002	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	100	\$ 680.00	\$ 680.00
		000000000000003	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	50	\$ 375.00	\$ 750.00
		000000000000004	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	100	\$ 300.00	\$ 300.00
		000000000000005	CPI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	11	\$ 185,501.09	\$ 1,766,677.00
		000000000000006	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	50	\$ 5,375.00	\$ 10,750.00
		000000000000007	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	100	\$ 401.00	\$ 401.00
		000000000000008	PI	AWD	SPONSOR NAME		College	XX/XX/XXXX	XX/XX/XXXX	Title	100	\$ 16,486.00	\$ 16,486.00
		000000000000009	PI	AWD	SPONSOR NAME	PRIMARY SPONSOR NAME	College	XX/XX/XXXX	XX/XX/XXXX	Title	50	\$ 450.00	\$ 900.00
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**Request a P&T file share folder to ensure that a report will be prepared for you, if applicable.**



# CANDIDATE MATERIALS (CONT.)

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## 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.

### Optional:

- Several samples of the candidate's most notable scholarly works
- COVID-19 personal impact statement
- Other significant evidence

# PANEL: RECENT PERSPECTIVES ON THE PROMOTION & TENURE PROCESS

- **Jennifer Fish**, *Department of Biological Sciences*  
Recently-promoted & Tenured Associate Professor's Perspective
- **Stephen Johnston**, *Department of Plastics Engineering*  
Recently-promoted Full Professor's Perspective
- **Monica Galizzi**, *Department of Economics*  
Department Chair's Perspective
- **Chad Montrie**, *Department of History*  
University Rank & Tenure Committee Member's Perspective

*Thank you to all our panelists!*

# PROMOTION AND TENURE RESOURCES

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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
- Workshop on Preparing and Submitting Electronic Promotion Materials on May 17 from 9:30am – 11am
- P&T Team help sessions – individual or small group – *Schedule early!!*
  - Paula Haines
  - Donna Mellen
  - Shaima Ragab
- Email "hotline": [PandT@uml.edu](mailto:PandT@uml.edu)