PROVOST’S PROMOTION & TENURE WORKSHOP FOR TENURE-TRACK FACULTY

FRIDAY, APRIL 23, 2021 • 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 – 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!
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 fileshare folder: Complete the simple web form (available May 1) at https://www.uml.edu/service/Apps/Forms/Form/Render?id=218412 by July 1, 2021.

- External letter requests and formal request templates, Appendices 3-5, have been updated to include considerations related to the Covid-19 pandemic; Chairs should be sure to use these updated versions.

- Appendix 2c, the External Review Letters Evaluation Selections form, has been revised for ease of use.

- Candidate's brief Covid-19 personal impact statements now go to external reviewers.

- Additional information on submitting addenda is included.

- Additional information on submitting student course evaluations is included.
### PROMOTION AND TENURE PROCESS TIMELINE

(Promotion and/or Tenure Calendar 2021-2022)

<table>
<thead>
<tr>
<th>Spring 2021</th>
<th>Candidates complete Appendix 1 &amp; 2a and submit to Dept. Chair (Waiver Statement &amp; External Review Evaluator Selections Form). Chair &amp; Dean complete Appendix 2b &amp; c.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-May</td>
<td>The Department Chair solicits external reviews from the final list of reviewers.</td>
</tr>
<tr>
<td>May 20</td>
<td>Candidates attend the Electronic P&amp;T Materials workshop and begin working on their materials during the summer (optional).</td>
</tr>
<tr>
<td>By end of May</td>
<td>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. Chair sends materials to reviewers who have accepted.</td>
</tr>
<tr>
<td>Mid-June</td>
<td>Dept. Chairs provide a list of reviewers who have agreed to conduct the review to the Dean and solicits additional reviewers, if needed.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name of candidate:</th>
<th>Promotion/Tenure Type:</th>
<th>Submission Year:</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>External Reviewer Name</th>
<th>Title/Position</th>
<th>Rank</th>
<th>Department</th>
<th>University/College</th>
<th>Relationship to Candidate, if known</th>
</tr>
</thead>
</table>

### Candidate’s Selections

Exclude the following:

<table>
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<tr>
<th>External Reviewer Name</th>
<th>Title/Position</th>
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</tr>
</thead>
</table>
PROMOTION AND TENURE PROCESS TIMELINE

(contractual dates in bold)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By July 1</td>
<td>Candidates request a P&amp;T fileshare folder (starting May 1)</td>
</tr>
<tr>
<td>By Sept. 1</td>
<td>External reviewers should submit their evaluation and CV to Dept. Chairs.</td>
</tr>
<tr>
<td>Sept. 20, 2021</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 5pm.</td>
</tr>
<tr>
<td>Oct. 4, 2021</td>
<td>Deadline for Chairpersons to submit all individual promotion and tenure materials to DPC (fileshare).</td>
</tr>
</tbody>
</table>
### PROMOTION AND TENURE PROCESS TIMELINE

#### Review Levels

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 4 – 25</td>
<td>Department Personnel</td>
</tr>
<tr>
<td>Oct. 25 – Nov. 8</td>
<td>Committee Department Chair</td>
</tr>
<tr>
<td>Nov. 8 – Dec. 6</td>
<td>College Personnel Committee</td>
</tr>
<tr>
<td>Dec. 6, 2020 – Jan. 10</td>
<td>Dean</td>
</tr>
<tr>
<td>Jan. 10 – Feb. 15</td>
<td>University Rank and Tenure</td>
</tr>
<tr>
<td>Feb. 15 – March 7</td>
<td>Provost</td>
</tr>
<tr>
<td>March 7 – April 7</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>

For Tenure:
Materials are provided to the Board of Trustees for review.
CANDIDATE MATERIALS

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) (MSP contract Appendix A-9, Personnel Form #6)
- Candidate’s Narrative—recommended length: 5 to 7 pages
- Instructional Activity Chart (Appendix 6)
- Research Funding Report (Appendix 7) (if applicable)
Faculty with projects managed through the Office of Research Administration will receive their Research Funding Report from ORA for inclusion in their portfolio. This report creates a standard format for visualizing funded projects. Request a P&T file share folder to ensure that a report will be prepared for you, if applicable.
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.

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

- **Ingrid Hess**, *Department of Art & Design*
  Recently-promoted & Tenured Associate Professor’s Perspective

- **Peter Gaines**, *Department of Biological Sciences*
  Recently-promoted Full Professor’s Perspective

- **Yi Yang**, *Department of Marketing, Entrepreneurship & Innovation*
  Department Chair’s Perspective

- **Shannon Kelleher**, *Department of Biomedical & Nutritional Sciences*
  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