



# PROVOST'S PROMOTION WORKSHOP FOR TEACHING AND CLINICAL FACULTY

MONDAY, MAY 11, 2020 • 9:00-11:00 AM

## AGENDA

- 9:00 Welcome, poll, & workshop goals
- 9:05 Demonstrating Excellence in the Areas of Evaluation – *Provost Joseph Hartman*
- ◆ Teaching
  - ◆ Service
- 9:30 Process Timeline & Resources – *P&T Team*
- 10:00 Panel: Recent Perspectives on the Promotion Process
- 10:40 Open Q&A with panel and presenters

*Thank you for attending!*

# SELECTED UPDATES FOR 2020-2021

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*See the last page of the guidelines for more updates.*

- New process for candidates to request a 2020-21 P&T file share folder: Complete the simple web form found at [www.uml.edu/pandt](http://www.uml.edu/pandt) by July 1, 2020.
- The submission deadline for the candidate materials has been moved **from 11:59 pm to 5:00 pm on September 21, 2020**. This change ensures that IT Help Desk assistance will be available for candidates with any last-minute password or technical issues.
- Additional process information for Department Chairs seeking letters of assessment from clinical sites on behalf of Clinical Faculty candidates.

# PROMOTION PROCESS TIMELINE

(Promotion Calendar 2020-2021)

Spring 2020* (clinical only)	Clinical Faculty provide the Department Chair with names and contact information for letters of assessment from clinical site(s).
May 15* (clinical only)	The Department Chair solicits letters of assessment from clinical site(s) on behalf of Clinical Faculty.
May 21*	Candidates attend the Electronic Promotion Materials workshop and begin working on their materials during the summer (optional).
August 12 * (or earlier, clinical only)	Chairs receive letters of assessment from clinical sites. (Chairs may forward the letters to candidates as they arrive.)

\*Non-contractual dates. See also Appendix 8.

# PROMOTION PROCESS TIMELINE

(contractual dates in bold)

By July 1*	Candidates <a href="#">request a folder</a> on the P&T file share.
<b>Sept. 21, 2020</b>	<b>Deadline for individuals to file for promotion and to submit all necessary supporting materials to Department Chairpersons (fileshare). Candidates upload two pdf files by 5pm.</b>
<b>Oct. 5, 2020</b>	<b>Deadline for Chairpersons to submit all individual promotion materials to DPC (fileshare).</b>

\*Non-contractual date.

# PROMOTION PROCESS TIMELINE

## Review Levels

<b>2020</b>	
Oct. 5 – 26	Department Personnel Committee
Oct. 26 – Nov. 9	Department Chair
Nov. 9 – Dec. 7	College Personnel Committee
<b>2021</b>	
Dec. 7, 2020 – Jan. 11, 2021	Dean
Jan. 11 – Feb. 16	University Rank and Tenure
Feb. 16 – March 1	Provost
March 1 – April 1	Chancellor

# CANDIDATE MATERIALS

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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, approximately 5 to 7 pages (as described in the guidelines pages 2-5)
- Instructional Activity Chart (Appendix 6)

# 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
- Student evaluations from the period under review (excepting Spring 2020)
- **For Clinical Faculty:** Letters of assessment provided by supervisors at clinical sites, provided to the candidate by the department chair

### Optional:

- Other significant evidence

# PANEL: RECENT PERSPECTIVES ON THE PROMOTION PROCESS

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- **Leslie Farris**, *Department of Chemistry*
  - Recently-promoted Associate Teaching Professor's Perspective
- **Timothy Crain**, *Department of Music*
  - Recently-promoted Associate Teaching Professor's Perspective
- **Lisa Abdallah**, *School of Nursing*
  - Department Chair's Perspective
- **Timm Kainen**, *Department of Management*
  - University Rank & Tenure Committee Member's Perspective



# 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
- P&T Team Help Session
  - Paula Haines and Donna Mellen
    - Schedule early
- Email “hotline”:
  - [PandT@uml.edu](mailto:PandT@uml.edu)