



EAST TENNESSEE STATE
UNIVERSITY



Tenure and Promotion Workshop

College of Arts and Sciences
Spring 2020

Policies and Procedures

- University policies:
Faculty Handbook <https://www.etsu.edu/senate/facultyhandbook/>
 - [Section 2: Employment](#)
 - [Policy on Tenure](#)
 - [Policy on Promotion](#)
- College and Department criteria:
<https://www.etsu.edu/senate/facultyhandbook/coldept/default.php>
- College of Arts & Sciences Guidelines for Tenure and Promotion Dossiers
 - [Handout](#)



Timeline

July 15

Deadline for Candidate to notify Department Chair of intent to apply.

August 15

Online system opens for Candidates to begin uploading documents.

September 15

Deadline for Candidates to upload documents.



Timeline

October 7

Deadline for Department Committee to enter votes.

October 15

Deadline for Department Chair to enter recommendations.

December 15

Deadline for College Committee to upload votes.



Timeline

February 2

Deadline for Dean to upload recommendations.

March 1

Deadline for Vice President to upload recommendations.

April 1

Deadline for President to upload recommendations.

*Notification of Board of Trustees' decision is uploaded to the Promotion and Tenure system in late April.

Documents Uploaded by Candidate

1. Narrative Statement

- Limited to approximately ten pages, single-spaced
- Summarize what you have accomplished; make the case
- Time frame: focus primarily on last 5 years or since last promotion

2. Supporting Document

- Evidence of scholarly and creative activities that are referenced in your CV or narrative statement
- Organize it with a Table of Contents
- Include your FARs for the relevant period
- One file, limited to 100MB, zip files are okay



Example of Supporting Document: Table of Contents and Organization

Table of Contents for Supporting Document

Instructions: Each section below (1-19) has a hyperlink directing the reader to that section of content. Position the cursor on the section name and click. An icon located in the lower right corner can be used to access the table of contents.

1. Curriculum Vitae (CV)
2. Third Year Review
3. Faculty Activity Report (FAR)
4. Access and Diversity Grant
5. S-STEM Grant
6. Syllabi
7. Peer Evaluations
8. Student Assessment of Instruction (SAI)
9. Pre-prints of Publications
10. Student Research Statement
11. MS Theses
12. Undergraduate Research Technical Reports
13. Posters
14. CBMS Conference
15. Funded Grants
16. Grant Applications
17. Awards
18. Service



Example of Supporting Document: Table of Contents and Organization

[REDACTED]
East Tennessee State University
Supporting Documents

Table of Contents

	Pages
I. Supporting Documents Summary	1 - 5
II. Research	
a. Selected Peer Reviewed Articles	6 - 167
b. Selected Abstracts of Conference Presentations	168 - 177
c. Articles Under Review	178 - 279
d. Non-instructional Assignment Report	280 - 282
III. Teaching	
a. Syllabi	283 - 330
b. Graduate Faculty Reappointment	331
IV. Service	
a. Undergraduate Curriculum Committee Reports	332 - 338
b. [REDACTED] Committee Consultations	339
V. Faculty Activities Reports	340 - 400



Documents Uploaded by Candidate

3. Curriculum Vitae (CV)

- This should detail research, teaching and service

4. Student Assessment of Instruction (SAI)

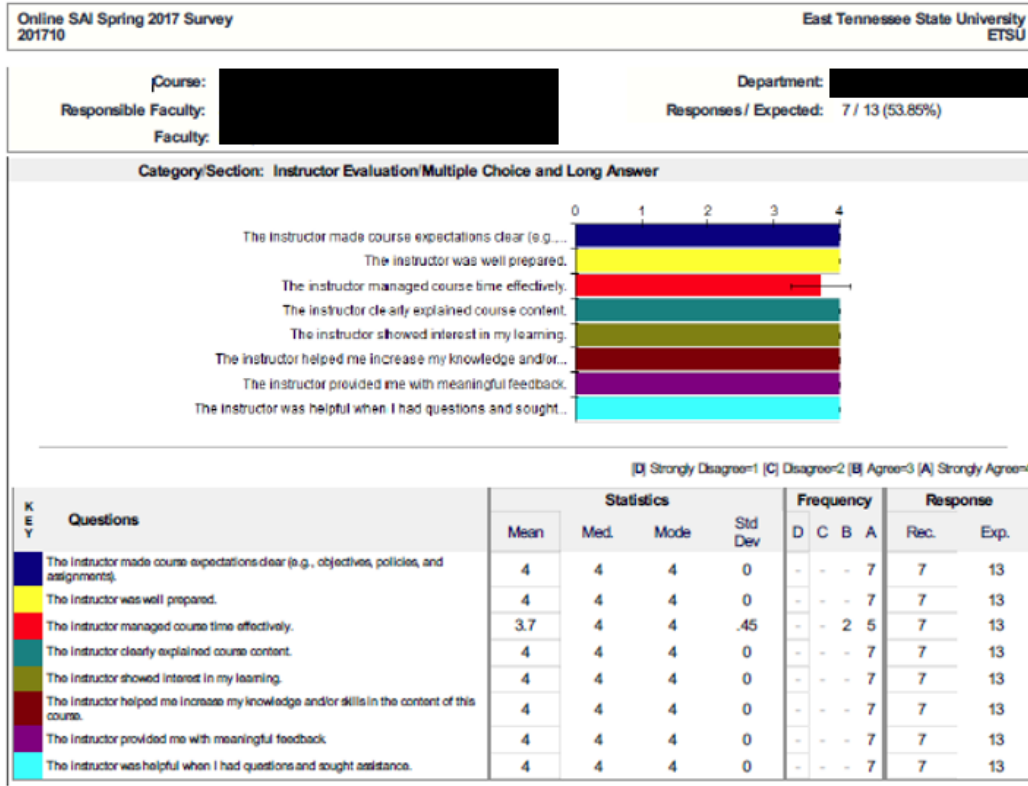
- One summary page per course evaluated
- This should include numeric records

5. Addendum

- Items not suitable or able to fit in supporting documents
- This is optional



Example of Online SAI



To obtain your SAIs, go to Individual Reports and select the PDF download for each of your classes. You will only need the first page to upload to the ProTenure System. It is okay if there are some comments on the page at the bottom. You can remove the comments or take a screen shot of the top charts and save it as a PDF to upload.

SAI page: <https://www.etsu.edu/academicaffairs/pds/ie/sai.php>



SAI Requirements

- The ETSU Faculty Handbook stipulates that faculty applying for tenure or promotion must provide SAIs “for at least eight courses, wherever possible, or for every course evaluated during the probationary period, if this number is greater. These student assessments should be representative of a variety of classes that the candidate has taught.”



Documents Uploaded by Department Chair

6. Peer Evaluations

7. Course load

- Current and past two semesters
- [Form templates](#) available on Tenure & Promotion Online System page

8. External Review

- Required at the request of the Department Chair
- Uploaded by Department Chair as Departmental Addendum
- Content not able to be viewed by candidate



Login Page

<https://webapps.etsu.edu/ProTenure/Login>

Login with your ETSU username and password.

*Please note that you will not be able to login into the system until you are going up for tenure and/or promotion and your portal has been created.



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Tenure & Promotion

Login

Username*

Password*

SUBMIT

[forgot password?](#)



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Candidate View of Information Tab on My Information

The College Administrator enters candidate names and builds review committees in the system in early August.

Candidates should verify that their information is correct. Information is downloaded from Banner HR data. Banner pulls the most recent appointment date.

Note the option to 'change role' if the candidate is Dept. Chair or Committee Member as well as a candidate.

The screenshot shows the 'Tenure & Promotion' system interface for East Tennessee State University. At the top, the university logo and name are displayed. The navigation bar includes 'my information', 'change role', 'help', and 'logout [duncanwn (candidate)]'. The 'My Information' tab is selected and circled in red. Below the navigation, the candidate's name is redacted, and the department is 'Sociology & Anthropology'. The 'Information' tab is also circled in red. The main content area is divided into several sections: 'Employee Information' with fields for Username, Full Name, and ETSU Appointment Date; 'Promotion Information' with a table for rank and years; 'Tenure Information' with a table for appointment date and years; 'Proposed Tenure Location'; and 'Degrees' with a table for degree type and major.

Current Rank	Years At Current Rank	Proposed Promotion Rank	Years Credit To Promotion
Associate Professor	5	Professor	0

Tenure Appointment Date	Current Tenure Year	Years Credit To Tenure	Year Tenured
	5		5

Degree	Major
Doctor of Philosophy	
Bachelor of Arts	
Master of Arts	

Candidate View of Promotion Tab on My Information

Candidate view after the Narrative Statement, Supporting Document, CV and SAIs have been uploaded. Candidates can add optional addendums by clicking the green plus circle icon or use the red trashcan icon to delete a file to upload a new one.

Also, note the Course Load and Peer Evaluation of Teaching have been uploaded by the Department Chair. External Reviews will not be visible to the candidate at any time.

Clicking on help takes you to the [Tenure and Promotion Online System page](#) of the Faculty Handbook.

My Information

Candidate

[REDACTED] Sociology & Anthropology

[Information](#) [Promotion](#)

Document	File Name	Size	Uploaded	Votes	Signatures
Promotion Narrative Statement	[REDACTED] NARRATIVE.pdf	175 kB	9/10/2019	--	--
Supporting Document	[REDACTED] Supporting Documents.pdf	34 MB	9/10/2019	--	--
Candidate Addendum	No file uploaded				
Curriculum Vitae	[REDACTED] vitae.pdf	171 kB	9/10/2019	--	--
Student Assessment of Instruction	[REDACTED] SAIs.pdf	15 MB	9/10/2019	--	--
Course Load	[REDACTED] Course Load Full Professor Application 9.9.2019.pdf	141 kB	9/9/2019	--	--
Peer Evaluation of Teaching	[REDACTED] Full Prof Promotion Combined Peer Reviews of Teaching.pdf	905 kB	8/30/2019	--	--
Department Committee Report	File will be available on 10/7/2019				
Department Chair Report	File will be available on 10/15/2019				
College Committee Report	File will be available on 12/15/2019				
College Dean Report	File will be available on 2/1/2020				
Senior Vice President for Academics Report	File will be available on 3/1/2020				
President Report	File will be available on 4/1/2020				
ETSU Board of Trustees Report	No file uploaded				

Candidate View of Promotion Tab after the Department Committee Report has been uploaded

My Information

The candidate can open the Department Committee Report and see the votes or signatures by clicking on the respective buttons.

To withdraw your application for promotion and/or tenure click the Withdraw Application button at the bottom of the Promotion Tab and/or Tenure Tab.

Candidate

[REDACTED] Sociology & Anthropology

Information Promotion

Document	File Name	Size	Uploaded	Votes	Signatures
Promotion Narrative Statement	[REDACTED] NARRATIVE.pdf	175 kB	9/10/2019	--	--
Supporting Document	[REDACTED] Supporting Documents.pdf	34 MB	9/10/2019	--	--
Curriculum Vitae	[REDACTED] Vitae.pdf	171 kB	9/10/2019	--	--
Student Assessment of Instruction	[REDACTED] SAIs.pdf	15 MB	9/10/2019	--	--
Course Load	[REDACTED] Course Load Full Professor Application: 9.9.2019.pdf	141 kB	9/9/2019	--	--
Peer Evaluation of Teaching	[REDACTED] Full Prof Promotion Combined Peer Reviews of Teaching.pdf	905 kB	8/30/2019	--	--
Department Committee Report	[REDACTED] promotion report.pdf	117 kB	10/11/2019	VOTES	SIGNATURES
Department Chair Report	File will be available on 11/4/2019				
College Committee Report	File will be available on 12/15/2019				
College Dean Report	File will be available on 2/1/2020				
Senior Vice President for Academics Report	File will be available on 3/1/2020				
President Report	File will be available on 4/1/2020				
ETSU Board of Trustees Report	No file uploaded				

WITHDRAW APPLICATION



Administrator View of Tenure Candidate

Information **Tenure** Promotion

Document	File Name	Size	Uploaded	Votes	Signatures
Tenure Narrative Statement	[REDACTED]	264 kB	9/12/2019	--	--
Supporting Document	[REDACTED]	50 MB	9/16/2019	--	--
Curriculum Vitae	[REDACTED]	153 kB	9/12/2019	--	--
Student Assessment of Instruction	[REDACTED]	1 MB	9/11/2019	--	--

Note a candidate applying for both tenure and promotion will need to upload documents to both tabs. All documents, reports, votes, recommendations and signatures will need to be uploaded/recorded under their corresponding tab.



Administrator View of an External Review

Information Promotion

Document	File Name	Size	Uploaded	Votes	Signatures
Promotion Narrative Statement	[REDACTED]	596 kB	9/13/2019	--	--
Supporting Document	[REDACTED]	18 MB	9/13/2019	--	--
Curriculum Vitae	[REDACTED]	294 kB	9/13/2019	--	--
Student Assessment of Instruction	[REDACTED]	4 MB	9/13/2019	--	--
Course Load	[REDACTED]	316 kB	9/10/2019	--	--
External Review	[REDACTED]	405 kB	9/9/2019	--	--
Peer Evaluation of Teaching	[REDACTED]	746 kB	9/6/2019	--	--
Department Committee Report	[REDACTED]	96 kB	10/6/2019	VOTES	SIGNATURES

Note the External Review line is visible in the Administrator View. This is not visible for candidates.



Appeals

- Candidate may choose to appeal at one of the two levels:
 - Appeal of the Dean's recommendation
 - Appeal of the Vice President's recommendation
- The ProTenure System will automatically upload an 'Appeal' button next to the 'Withdraw' button if an adverse recommendation is received at either of these levels.



Questions?

