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/colldept/default.php

- College of Arts & Sciences Guidelines for Tenure and Promotion Dossiers
  - Handout

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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.

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Example of Supporting Document:
Table of Contents and Organization

East Tennessee State University
Supporting Documents

Table of Contents

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Documents Uploaded by Candidate

3. Curriculum Vitae (CV)

    - This should detail research, teaching and service

4. Student Assessment of Instruction (SAI)
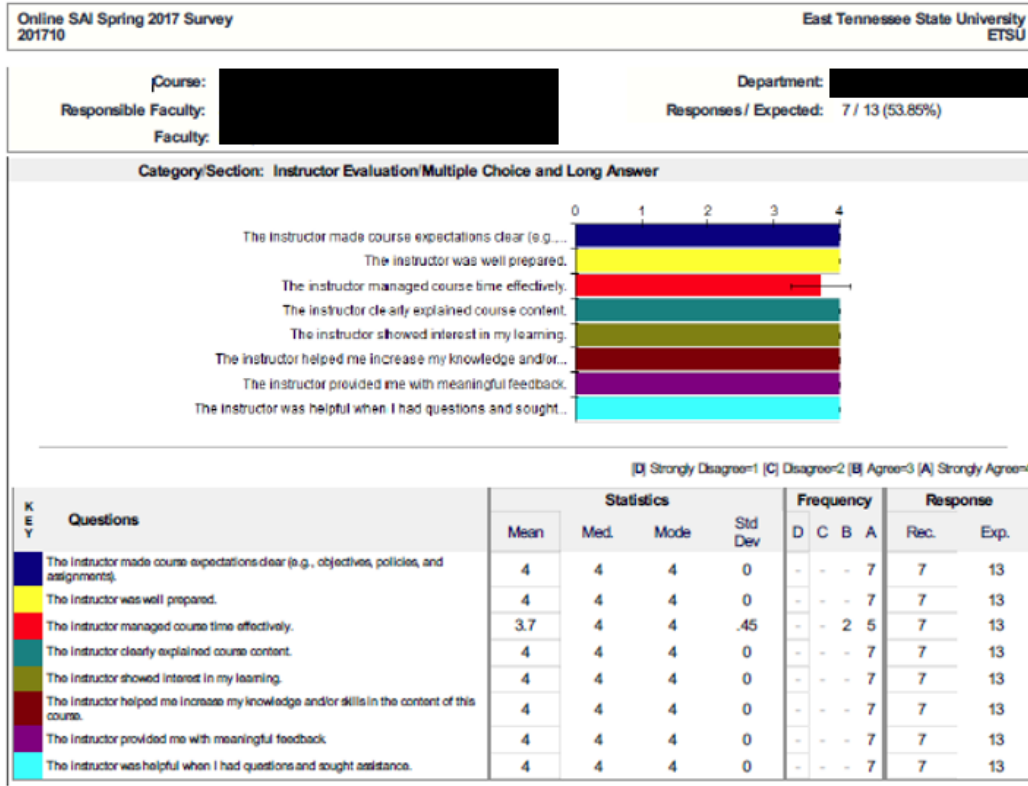
    - One summary page per course evaluated

    - 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

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.

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.

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my information   change role   help   logout [duncanwn (candidate)]

My Information

Candidate

Sociology & Anthropology

Information   Promotion

Document	File Name		Size	Uploaded	Votes	Signatures
Promotion Narrative Statement	NARRATIVE.pdf	🗑	175 kB	9/10/2019	--	--
Supporting Document	Supporting Documents.pdf	🗑	34 MB	9/10/2019	--	--
Candidate Addendum	No file uploaded	⊕				
Curriculum Vitae	Vitae.pdf	🗑	171 kB	9/10/2019	--	--
Student Assessment of Instruction	SAIs.pdf	🗑	15 MB	9/10/2019	--	--
Course Load	Course Load Full Professor Application_9.9.2019.pdf		141 kB	9/9/2019	--	--
Peer Evaluation of Teaching	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					

WITHDRAW APPLICATION

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

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.

My Information

Candidate

Sociology & Anthropology

Document	File Name	Size	Uploaded	Votes	Signatures
Promotion Narrative Statement	NARRATIVE.pdf	175 kB	9/10/2019	--	--
Supporting Document	Supporting Documents.pdf	34 MB	9/10/2019	--	--
Curriculum Vitae	Vitae.pdf	171 kB	9/10/2019	--	--
Student Assessment of Instruction	SAIs.pdf	15 MB	9/10/2019	--	--
Course Load	Course Load Full Professor Application_9.9.2019.pdf	141 kB	9/9/2019	--	--
Peer Evaluation of Teaching	Full Prof Promotion Combined Peer Reviews of Teaching.pdf	905 kB	8/30/2019	--	--
Department Committee Report	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

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

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

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Appeals

- Candidate may choose to appeal at <u>one</u> 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?