# Tenure and Promotion Committee Information

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# Suggestions for Tenure and/or Promotion Portfolios

This information is for guidance only and from the perspective of the elected University Committee on Tenure and Promotion. The governing authorities are the Faculty Bylaws, Faculty Handbook, your employment contract, and possibly criteria set by your academic unit.

**General Information**:

Relevant Faculty Articles in the Faculty Bylaws

Tenure – Part Two, Article II: “…based upon academic credentials and years of

service…consider achievement in the areas of teaching, professional development and scholarship, and service to the university…interact in a cooperative and collaborative manner in fulfilling their professional obligations.”

Promotion – Part Two, Article IV: “Achievement in the areas of teaching, professional development and scholarship, and service to the university.”

Relevant Faculty Articles in the Faculty Bylaws, Part Two, Article IV, Section 3 (Cateogory and Rank)

Associate Professor:…typically holds a terminal degree…demonstrated the ability to

excel…completed a minimum of five years of full time college-level teaching…Two of the five years must be completed at Jacksonville University…”

Professor: “demonstrated excellence in the three areas of evaluation. A terminal degree in the area in which the individual teaches is required…completed a minimum of ten years of full time college-level teaching…At least five of the ten years must be completed at Jacksonville University…”

Relevant Contract Information

Your contract my contain information about your eligibility for Pre-Tenure Evaluation and for Tenure application.

# Committee Recommendations for Portfolios

The University Tenure and Promotion Committee reviews the evidence in submitted portfolios to ascertain that the criteria specified in the bylaws are fulfilled. Objective, third party evidence is given greater weight than candidate- generated evidence.

Suggested Documents to include at the beginning of the portfolio

Letter of transmittal - This letter should be the first item in your portfolio. Include these sentences:

 “This portfolio is submitted for consideration for (1) tenure only; (2) promotion to the rank of Professor only (3) tenure and promotion to the rank of Professor.”

1. “I began my full time employment as a faculty member at Jacksonville University on this date: .”
2. If relevant, “I am bringing in years of service as a faculty member from College or University.”

Vita - A current vita is informative and gives a general overview and provides details about information in the transmittal letter about employment.

Summary Document-This should be a **brief** summary of information and documents included in the Appendices. Five to eight pages (excluding the Appendices) is sufficient to summarize key points.

# Bylaws Criteria and Suggested Inclusions

Part Two, Article II: Tenure

1. Academic Credentials - state this in your vita
2. Years of service at Jacksonville University and other academic institutions - state in your transmittal letter and vita
3. Teaching-Summarize results of IDEA Student Ratings of Instruction and other evaluation tools in the summary; include actual IDEA ratings and summary of comments for the most recent three years for ALL courses taught in an Appendix. In the Appendices include other supporting third party (students, colleagues, etc.) objective evidence concerning your ability as a teacher.

Include in the summary a schedule of ALL courses taught at JU for the most recent three (3) years that might take this form:

|  |  |  |  |
| --- | --- | --- | --- |
| Semester Taught | Course Number & Name | SIR included? Yes or No | Other Evidence included? Yes or No |
|  |  |  |  |
|  |  |  |  |

In your summary you may **briefly** explain any area of teaching that needs

elaboration. Examples could be: reduction in teaching load; low IDEA ratings because of special circumstances (new course, research responsibilities, and personal circumstances such as a death in the family or personal illness).

This will also be evaluated by your academic unit supervisor on your Annual Faculty Evaluation. In the Appendices, include at least the most recent three

(3) years of signed Annual Faculty Evaluations.

1. Professional Development and Scholarship - Summarize in the body of the portfolio and describe the major highlights. In the Appendices include your most recent three (3) years of signed Annual Faculty Evaluations. In the Appendices you may also include and evidence you feel appropriate: letters from co-authors, Table of Contents from published works, and other third party objective evidence.
2. Service to the University - Summarize in the body of the portfolio and describe the major highlights. In the Appendices include your most recent three (3) years of signed Annual Faculty Evaluations. In the Appendices you may also include any evidence you feel appropriate; letters from chairs of committees on which you served; summaries of work accomplished on committee your chaired; letters from colleagues or administrators familiar with your contributions, other third party objective evidence.

# Additional Information

1. Generally, your Annual Faculty Activities and Assessment Reports are not helpful to the committee unless you believe your Annual Faculty Evaluations are not available (explain why), they were done poorly, or they do not reflect your true performance in your opinion.
2. If there is a time gap in documentation, (IDEA Student Ratings of Instruction or annual evaluations) please include an explanation in your summary.
3. Generally, the most recent three years documentation are most relevant in evaluating your CURRENT level of performance.
4. Your goal and objective are to present your best case for promotion and/or tenure. You may “go up” for both promotion and tenure at the same time.
5. You might consider submitting your proposed portfolio to colleagues in your academic unit for suggestions the semester before it is officially submitted for consideration. The Committee on Tenure and Promotion does not fulfill this function nor can it advise you other than in a general way at any Workshops it conducts.