Promotion Package

Candidate Name

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**2. Department Head Memorandum**

(This section is completed by Department Head)

(Departmental Head inserts memorandum here)

Memorandum from the Department Head should:

1. name the faculty member for whom the material is being submitted,
2. state whether the recommendation is for tenure or promotion or both, and
3. certify that all required dossier sections are complete and in the order as stated within the Procedures Manual.

**3. Current Faculty Contract**

Include here a copy of the candidate’s most recent, signed Faculty Contract. If the candidate or department does not have a copy of the Faculty Contract, contact the Office of Academic Affairs.

**4. Candidate Statement**

Candidate statement will summarize the candidate’s case by highlighting accomplishments related to the promotion criteria (criteria 1-4 for promotion to teaching associate professor, and criteria 5-7 and the optional 8-9 for promotion to teaching professor). Candidates should limit their statement to 5 pages and should use the following outline to organize their statement:

* Opening paragraph
* List of items to be considered (generally ordered from most to least relevant). Each item in the list should be labeled with the criteria met by the item. Each item should be accompanied by a narrative description of the item and how it meets the promotion criteria.
* Anything else the candidate feels belongs in their statement
* Closing

As an example, items in the list of accomplishments will look like this:

Director of Undergraduate Studies (2013-2017) (criteria 5 and 7).

As director of undergraduate studies, I ….

Coordinator of MATH112 (2018-2020) (criteria 5, 6, and 8\_).

In 2018, I started coordinating Calc II, and …

**5. Expanded Curriculum Vitae[[1]](#footnote-1)**

*a. Personal Information*

Should include a brief listing of the following elements:

* Personal Data

Name

Address (Home)

Citizenship (if applicable)

* Education (Name and location of schools; degrees and dates)
* Employment History (Date, title and major responsibilities)

*b. Teaching and Related Activities*

This section should include at a minimum the following components:

* Courses taught (course number and title – no dates)
* Course development activities
* Teaching research activities

Sample table summarizing instructional activities (i.e., courses taught) is provided on the next page.

For Research and Library faculty for whom the section is not relevant, include on this page the following sentence; *“Not relevant for promotion consideration of faculty member.”*

Instructional Activities[[2]](#footnote-2)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Summary | | | | | | | | |
| Course Number | Course Title | Term (F, S, SI, SII) & Year | Type (Lab, Lect, Rec, Ind Study) | Credit Hours | % Responsible | Number of Students | Student Survey Response to “Overall Instructor Effectiveness” | Comments on Course Development and Innovations, Student Assessment, etc. |
|  |  |  |  |  |  |  |  |  |

*c. Scholarly Activities*

This section should include at a minimum the following components:

* Students advised (M.S., Ph.D.; thesis title and date)
* Unfunded research activities (title, dates; students involved – name, degree)
* Funded research activities (project title, agency, dates, support level; students involved – name, degree)
* Other research contributions (service on graduate committees, interdisciplinary interactions)

Sample table summarizing student advising information is provided below.

Graduate Students Advised[[3]](#footnote-3)

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Faculty Role (Advisor or Coadvisor) | Degree & Year | Funding Source (Self, Faculty Member’s Grant, Other Faculty Member) |
|  |  |  |  |

Information related to external funding activities should include the following:

* Clearly state the total funding that the candidate has been involved in securing as well as the individual’s total share.
* Clearly identify the amount of funding that is credited to the candidate in each multi-investigator grant.
* Clearly identify the candidates’ role on each funding award, e.g. PI, co-PI, senior investigator, etc.
* In collaborative grants with outside institutions, identify the amount expended at CSM.
* List non-funded proposals (same level of detail as funded proposals) to demonstrate track record for trying to obtain grant funding.

Sample table summarizing some relevant grant information is provided on the following page.

For Teaching and Library faculty for whom the section is not relevant, include on this page the following sentence; *“Not relevant for promotion consideration of faculty member*.”

Grants and Contracts[[4]](#footnote-4)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title | Sponsor | Project Duration | Total Grant Amount | PI Share of Grant | List of Co-PIs |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Funding | | |  |  |  |

*d. Publications and Presentations*

The following items should be included in this section:

* Books
* Refereed Journals
* Published in conference proceedings
* Published scientific discussions
* Published abstracts
* Book reviews
* Reports
* Presentations
* Other

These should conform to the following format requirements

* Provide separate lists of archival journal publications, book/book chapters, and conference proceedings. Clearly identify publications that are peer reviewed and those that are not.
* Clearly mark all co-authors who are CSM students and CSM post-doctorals. In the example below, CSM students by \*.

J. R. Smith, A. Gables, P.T. Barnum\*, “Interesting Research Advances”, J. Important Research, 1, 40-48 (2013). DOI or identifying link

* If available, as part of the reference, also provide a hyperlink to an electronic version of the publication.

For Teaching and Library faculty for whom the section is not relevant, include on this page the following sentence; *“Not relevant for promotion consideration of faculty member.”*

*e. Honors, Awards and Recognitions*

Provide information on any honors, awards and recognitions received both internal and external to Mines.

*f. Service and Mentoring Activities*

Provide here a list of service and/or mentoring activities done by the faculty member in support of the Department, Mines, and/or external professional organizations. This should include:

* National and international committees, editorial boards, panels, review teams, etc.
* Departmental and campus committees, graduate student committees, junior faculty mentoring, assessment activities, accreditation activities, student engagement and retention activities, student group advising, activities in partnership with Student Life, etc.
* Professional societies
* Outreach activities
* Organizing conferences, sessions, workshops, etc.

**6. Letter of Recommendation from Departmental Committee**

(This section is completed by Department Committee)

(Departmental Committee inserts their letter(s) of recommendation here)

As directed by the Faculty Handbook, the Departmental Promotion (and Tenure) Committee reviews the application package and provides a recommendation(s) in writing to the Department Head that is included here.

In preparing this recommendation, the Committee should consider the criteria for tenure and/or promotion listed in the appropriate section of the Faculty Handbook and is encouraged to address the specific items listed in Section 6.5 of Academic Affairs Procedures Manual.

The letter of recommendation(s) must list the names of all members of the Departmental Promotion (and Tenure) Committee and be signed by all members who participated in making the recommendation. At least ¾ of the eligible members of the Committee must participate in the decision (participation in the tenure/review process is a required service activity for all eligible committee members that are not on sabbatical or extended sick leave). The final vote (unanimous, or a number for or against the candidate’s request for promotion and/or tenure) should be given.

If so desired, a separate letter prepared by members of the Committee holding a minority view point may also be prepared and included in this section.

**7. Letter of Recommendation from Department Head**

(This section is completed by Department Head)

(Department Head inserts her/his letter of recommendation here)

As directed by the Faculty Handbook, the Department Head reviews the application package and provides a recommendation(s) in writing to the appropriate University Promotion and/or Tenure Committee that is included here.

In preparing this recommendation, the Department Head should consider the criteria for tenure and/or promotion listed in the appropriate section of the Faculty Handbook and is encouraged to address the specific items listed in Section 6.5 of Academic Affairs Procedures Manual.

**8. Letter of Recommendation from College Dean**

(This section is completed by College Dean)

(Department Head inserts her/his letter of recommendation here)

As directed by the Faculty Handbook, the College Dean reviews the application package and provides a recommendation(s) in writing to the appropriate University Promotion and/or Tenure Committee that is included here.

In preparing this recommendation, the Dean should consider the criteria for tenure and/or promotion listed in the appropriate section of the Faculty Handbook and is encouraged to address the specific items listed in Section 6.5 of Academic Affairs Procedures Manual.

**9. Performance Evaluations**

Insert Faculty Evaluation Summary sheets completed by the Department Head for the past three most recent years.

1. Data required for the expanded curriculum vitae should largely be available in previous Faculty Data Reports. [↑](#footnote-ref-1)
2. Table need only be completed for promotion dossiers of Research and Library faculty if it is relevant to the candidate’s application package. [↑](#footnote-ref-2)
3. Table need only be completed for promotion dossiers of Teaching and Library faculty if it is relevant to the candidate’s application package. [↑](#footnote-ref-3)
4. Table need only be completed for promotion dossiers of Teaching and Library faculty if it is relevant to the candidate’s application package. [↑](#footnote-ref-4)