Promotion and Tenure Package

Candidate Name

**1. Table of Contents**

2. Department Head Memorandum x

3. Current Faculty Contract x

4. Candidate Statement x

5. Expanded Curriculum Vitae x

a. Personal Information x

b. Teaching and Related Activities x

c. Scholarly Activities x

d. Publications and Presentations x

e. Honors, Awards and Recognitions x

f. Service and Mentoring Activities x

6. Letter of Recommendation from Departmental Committee x

7. Letter of Recommendation from Department Head x

8. Letter of Recommendation from College Dean x

9. Performance Evaluations x

10. External Evaluation Letters x

11. Submission Narratives x

a. Teaching Accomplishments x

b. Scholarly Achievements x

c. External Fund Raising x

d. Student Advising x

e. Service and Mentoring Activities x

f. Other Information x

**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 clear and 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**

Provide a summary of important accomplishments (impacts and advances) related to scholarship, teaching, and service in such a way as to demonstrate a positive trajectory. Build upon facts, describe the unique strengths and circumstances of the application. Applications for promotion to Full Professor should provide specific examples of leadership and national/international recognition.

A narrative length of between two and five pages is suggested.

**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.

**10. External Evaluation Letters[[5]](#footnote-5)**

(Completed by Department Head)

Include here a brief overview of the process used to solicit external references, define how outside referees were identified, and should include a copy of the generic letter used for the solicitation.

If dossier is for promotion consideration of teaching faculty, include the following sentence here, *“Dossier for promotion consideration of a teaching faculty member, external letters are not required.”* Leave table below blank, and remove the page 11.

**Reviewers Contacted**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Reviewer Contacted** | **Affiliation & Position** | **Peer Program (Y or N)** | **Reason for Invitation, Professional Qualifications, and Relationship to Candidate** | **Review Provided (Y or N)** | **Reviewer Recommended by whom?** | | |
| **Candidate** | **DH** | **Committee** |
| Sample Candidate | Department of Geology, Indiana University, Distinguished Professor | Y | Internationally recognized scholar in candidate’s field, no relationship to candidate | Y |  | X |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

(Department Head inserts external reviews here)

**11. Submission Narratives[[6]](#footnote-6)**

*a. Teaching Accomplishments*

This section should include information related to the following items:

1. a brief summary of student evaluation of teaching. If available, this should include information other than student course evaluations (e.g., class visits, course portfolios, etc.). Note the expected teaching load in your department for faculty of your rank at the undergraduate and/or graduate levels.
2. a portfolio of teaching materials. This should consist of a brief (250-300 word) teaching philosophy statement followed by materials that show the application of learning objectives, which may include sample lesson plans, syllabi, sample graded student work, and/or activities. It is not necessary to include all such materials, but the candidate should select those materials that demonstrate teaching excellence. Example assessment measures should also be included to illustrate ways that the instructor evaluated the efficacy of the curriculum, addressing: (a) rationale for the changes/development, (b) evidence of how material changed (c) assessment results – did the development accomplish the desired goals? How do you know?
3. a brief description of innovative course development activities and practices.
4. data on undergraduate student advising (level of effort, co-advisors, outcomes). Differentiate undergraduate research advising from conventional advising. For undergraduate research advising, list student names, research period, graduation semester, project title, and outcomes, such as conference presentations or publications.
5. information related to workshops and short courses, number of attendees, and your role (e.g., organizer, lecturer, one of two instructors for three day course, etc.).

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.”*

*b. Scholarly Achievements*

Provide here a brief narrative describing evidence of scholarly achievement in the your academic field and/or pedagogical development. This narrative should, at a minimum:

* provide information regarding the quality of journals in which the candidate has published his/her work,
* provide acceptance rates and/or impact factors (or any other published quality indicators or measures). If acceptance rates are difficult to obtain from the Internet, candidates may consider contacting journal editors directly,
* provide information related to authorship conventions in your field or subfield as appropriate (i.e., define how authorship order determined for multi-author publications). If authorship order is alphabetical, provide additional narrative defining role of applicant in publications listed, and
* include metrics such as number of citations, h-index over entire career, and h-index while at CSM. H-index measurements cited should include both those derived from “Web of Science” and those derived from “Google Scholar.”
* if writing a book, text or otherwise, in your field or subfield is considered an important scholarly contribution.

Please limit the length of this narrative to no more than two pages.

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.”*

*c. External Fund Raising*

Provide here a brief narrative describing evidence of external funding activities. Provide information on how the funds were utilized to support students, post-doctoral, and/or technicians. Provide information on the competitiveness of the funding sources. Identify products such as number of papers, software, workshops, book, patents, etc. that resulted from the funding generated. This should reference and agree with your publication record as evidence in you CV in section 11.

Please limit the length of this narrative to no more than two pages.

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*.”

*d. Student Advising*

If applicable, provide a brief narrative of graduate student advising activities. Include in this narrative commentary on: 1) funding activities used to support students, 2) student completion rates, 3) scholarly activities (e.g., publications, presentations, etc.) related to student work, and 4) any special items of merit or note that students have obtained under your mentorship.

Please limit the length of this narrative to no more than two pages.

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. Service and Mentoring Activities*

Provide here a brief summary of service and/or mentoring activities done by the faculty member in support of the Department, Mines, and/or external professional organizations. For all of the items listed in the curriculum vitae the candidate should state his/her level of effort and the impact of the contributions.

Please limit the length of this narrative to no more than two pages.

*f. Other Information*

Include here any other additional information the candidate believes is relevant for consideration in his/her promotion/tenure application.

Please limit the length of this narrative to no more than two pages.

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)
5. Section is not required for Teaching Faculty promotion dossiers. If a Teaching Faculty member wants to include external letters in his/her dossier, these should be included in Section 9, “Other Information.” [↑](#footnote-ref-5)
6. Narrative statements may be drawn from pervious Faculty Data Reports if desired and appropriate. [↑](#footnote-ref-6)