

Overview and Instructions for Faculty Applying for Promotion and/or Tenure

The process of academic promotion and/or award of tenure is designed to validate that applicants have met or exceeded the expectations for the requested promotion. The expectations for each promotion depend on the rank and academic track, and applicants must address the specific guidelines pertinent to the individual application. These expectations are described in the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and in the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#). You should familiarize yourself with these documents prior to beginning your application for promotion and/or tenure.

Applications are reviewed by committees of peers at the department and school level. As applications are scrutinized at each stage, the documentation must be complete and clearly articulate the evidence for the requested award.

Each applicant bears the responsibility to clearly articulate the case for the requested award of promotion or tenure. All applicants should review the relevant sections of the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#) prior to preparing an application.

The structure and function of the campus and School promotion and tenure committees are described in the [SAH APT Committee Policy and Procedures Manual](#). Questions concerning the process should be directed to chair of the APT Committee.

The first step in applying for promotion is submitting the [APT Notice of Intent](#) document. Deadline for submission of this document to the APT Committee Chair is September 1st.

The deadline for submission of all materials is November 1st. For the complete timetable, see the [annual calendar](#).

Each application must contain the following documents, listed here and described below:

- [Applicant Data Sheet](#)
- Activity Summary specific to [Assistant Professors](#), [Associate Professors](#), and [Professors](#) rank.
- Supporting documentation: Activity Verifications
- Letters of support

Applicant Data Sheet

Applicants must use the [revised form](#) (August 2010)

This core document includes a description of the applicant's current job duties and sets out the applicant's professional history.

Academic rank is expressed as instructor, assistant professor, associate professor or professor. Some faculty appointments may have the modifying prefixes "clinical" or "research".

Current position requires the applicant to provide percentages reflecting the distribution of effort associated with Teaching, Research, and Service, and the general duties assigned to the applicant in each effort category.

Professional Education: list institutions attended and degrees conferred in chronological order. Postgraduate Education: list postdoctoral and residency education in chronological order. Insert brief explanations if necessary

to clarify degree (especially if conferred by a non-US university) or explain periods of study not leading to award of degree.

Professional Employment: describe professional career in chronological order explaining any discontinuity or overlapping appointments. Designate if appointment is "joint", volunteer or adjunct.

Professional Registration, Licensure and Certification. Provide year, state and license/registration number. Indicate if active or inactive. Provide year of initial certification and year(s) of recertification where appropriate.

Professional Memberships: list organizations and years of membership.

Activity Summary

This document describes the evidence for promotion/tenure in the areas of teaching, research, and service. These areas are described in detail in the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and in the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#). Applicants must provide documentation of both the quantity and the quality of achievements in each area.

I. TEACHING ACTIVITIES

Reviewers use this section to assess the quantity and quality of teaching and related educational activities. Definitions and examples of expected levels of activities are provided in the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and in the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#). Applicants should note the significance of any educational activities such as development of significant educational materials and leadership in education in addition to direct teaching and ensure that the full scope of their educational contributions and achievements are documented.

II. RESEARCH AND SCHOLARLY ACTIVITIES

This section documents the quantity and quality of research and scholarly activity as described in the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and in the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#). As described in the guidelines, a broad range of activities may be considered as scholarship but there must be evidence of intellectual activity, peer review, and dissemination.

III. SERVICE ACTIVITIES

Definitions of Professional and Academic service are provided in the [SAH Appointment, Promotion, & Tenure Policy and Procedures Manual](#) and in the appropriate Activity Summary form for [Assistant Professors](#), [Associate Professors](#), and [Professors](#). Measures of both quantity and quality of activities are required and if necessary, applicants should provide brief descriptions to assist reviewers.

Activity Verification

Candidates will prepare a pdf document for each of the guidelines addressed in their application. All verification documents relevant to a single guideline are to be combined into a single pdf file, and given a filename to identify the relevant guideline, as specified in the [Instructions for On-Line Submission of Promotion and Tenure Materials](#) document.

Letter from Department Chair

The department chair must provide a letter summarizing his/her candid, thorough and independent assessment of the applicant's achievements in teaching, service, and research/scholarly activity. This letter should contain factual information verifying the data contained in the CV such as teaching and clinical responsibilities as well as providing the chair's assessment of the applicant's achievements and potential for continued development.

If the department chair does not recommend the applicant for promotion and /or award of tenure, the reasons must be articulated in the letter.

The Department Chair must send a signed electronic copy of the letter to the Chair of the APT Committee, who will post it for confidential electronic review.

In the event that the department chair does not recommend an applicant for promotion, the applicant may self-nominate. Applicants who self-nominate should provide a personal letter substantiating their qualifications for promotion and /or award of tenure in teaching, research/scholarly activity, and service and provide supporting data. If such a letter is written, the candidate must send a signed electronic copy to the Chair of the APT Committee, who will post it for confidential electronic review.

Letter from Department Promotion and Tenure Committee

A letter from the department promotion and tenure committee should be provided summarizing the committee's perspective on the applicant's suitability for promotion and/or award of tenure. This letter should emphasize the significance or impact of the applicant's achievements. The letter should also add or more fully explain appropriate activities that may not be fully appreciated by reading the CV and other materials.

The Departmental Promotion and Tenure Committee must send a signed electronic copy of the letter to the Chair of the APT Committee, who will post it for confidential electronic review.

In the event that the department Promotion and Tenure Committee does not recommend the applicant for promotion, the applicant may self-nominate. Applicants who self-nominate should provide a personal letter substantiating their qualifications for promotion and /or award of tenure in teaching, research/scholarly activity, and service and provide supporting data. If such a letter is written, the candidate must send a signed electronic copy to the Chair of the APT Committee, who will post it for confidential electronic review.

Reference Letters

Reference letters provide an important perspective on the information provided by the applicant and his/her departmental colleagues. Reference letters are ONLY required when the candidate is applying for the rank of PROFESSOR, CLINICAL PROFESSOR, or RESEARCH PROFESSOR. Candidates applying for the rank of Professor must provide current, accurate information in order to contact referees. Minimum information consists of full name, degrees, and correct title; office address, phone number, fax number, and e-mail information. Letters are solicited by the APT Committee, and the Chair of the APT committee will post letters for confidential electronic review.