

## ASSEMBLING DOCUMENTATION IN SUPPORT OF TENURE AND PROMOTION APPLICATIONS

College of Education  
Eastern Kentucky  
University

These guidelines are provided to help faculty applying for promotion and tenure to assemble the supporting materials to accompany their applications. The College provides separate guidelines for completing the required application form appropriately. **Each candidate should note that lack of appropriate and/or complete data/evidence in support of his/her application may result in a negative recommendation for tenure and/or promotion by the College P&T committee.**

### A. Instructions

1. The complete application package for tenure and/or promotion shall be submitted in two notebooks, both provided by the Dean's office. Part B of these instructions provides a list of materials to be placed in each notebook.
2. It is important that the materials are placed in the correct notebook since only the smaller notebook (Notebook 1) shall automatically be forwarded to the Provost. The larger notebook (Notebook 2) will be retained at the College level but shall be made available to the Provost and/or Faculty Evaluation Appeals Committee at their request.
3. Materials such as books or compact discs that cannot fit in the notebooks because of their physical nature will be placed in an expandable folder (**provided by the Dean's office upon request**). Each candidate is limited to one expandable folder. Once the review process is complete, the supporting materials will be returned to the candidate but the College will retain the notebooks and expandable folder for use in subsequent years.

*To obtain the notebooks from the Dean's office, the candidate must first notify the Department Chair and Dean, in writing, of his/her intent to apply for tenure and/or promotion. This can be accomplished by addressing the letter to the chair, and copying it to the Dean. Candidates should clearly specify if they are applying for tenure, promotion (state rank) or both. Even though by University policy candidates have up to September 1 to provide the notification, it is recommended that they do so earlier to give themselves ample time to assemble the supporting materials.*

*The notebooks are usually available for checking out in the Dean's office as early as May. **Candidates should not attach sticky labels to the notebooks.***

4. Each notebook should contain materials listed in Section B of these instructions, in the order listed. Documents should not be inserted in protective sheets.
5. The section dividers in Notebook 2 have pockets. Candidates should use these to place a table of contents for each section.
6. The checklists should be completed fully. Candidates should indicate items that do not apply to them with N/A rather than leaving these blank (For instance, a tenured

candidate applying for promotion to professor will not have any non-tenured evaluations to submit).

7. An explanation should be provided as to how any peer evaluations included in item B-3-2(c) (Notebook 2) were obtained. For example it should be noted if the peer reviewer was arranged as a part of the Teaching and Learning Center Program. As another example, it should be noted if the peer reviewer was assigned to do your review vs. was a peer you chose and arranged a trade of peer reviews with. Both types can be useful but the committees would like to know the circumstances of the peer review.
8. Item 4(a) under Notebook 2 below asks for information on the “amount of time involved in each service commitment”. Candidates are not expected to keep track of every minute spent on a particular service activity. But they should be able to provide information about the frequency and the approximate length of each meeting. For example “The Research & Faculty Development Committee typically meets twice each semester for about one hour per meeting. Two to four hours are required for preparation for each meeting.”

### **B. Content of Notebooks**

*This section provides a list of materials required in the notebooks. The items should be provided in the same order as the checklists. Documents should not be inserted in protective sheets. The notebooks shall contain the primary supporting materials reviewed at the department, College and/or university levels. However, candidates should note that departmental policy may require them to submit additional materials for use at the department level. This may include items such as written student comments, teaching portfolios, syllabi of all courses taught, grant proposals, independent studies reports of students supervised, etc. Such “supplementary materials” shall not be forwarded beyond the department but should be kept on file should a question about them be raised by higher evaluating authorities.*

#### **NOTEBOOK 1 (Items 1a-1e, Policy 4.6.4)**

1. College of Education checklist for **NOTEBOOK 1 (this document)**
2. Informational Materials (***the candidates responsibility***)
  - (a) A copy of the letter of intent to apply for tenure, promotion, or both.
  - (b) A copy of initial terms of appointment and, if applicable, any written, previously agreed- upon exceptions to the promotion and tenure policy. (initial contract and hiring letter)
  - (c) A copy of a current curriculum vitae utilizing the College of Education standard format.
  - (d) Copies of non-tenured annual evaluation reports by evaluators (i.e. department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
  - (e) The self-evaluation on the appropriate University form (i.e. application form on green paper including the cover sheet)
3. Evaluation Materials (***department committee, chair, College committee and Dean***)

*responsibility)*

- (a) \_\_\_\_\_ Tenure and Promotion Evaluator Forms, Department Level  
<http://policies.eku.edu/policy-464-tenure-and-promotion-forms>
- (b) \_\_\_\_\_ Tenure and Promotion Evaluator Forms, College Level  
<http://policies.eku.edu/policy-464-tenure-and-promotion-forms>

**NOTEBOOK 2** (Item 1f, Policy 4.6.4, and College requirements)

1. Informational Materials.
  - (a) College of Education checklist for supporting documentation (**this document**).
  - (b) Coversheet (Copy of first page of university self-evaluation form).
  - (c) Departmental promotion and tenure standards.(if available)
2. Teaching Documentation
  - (a) IDEA reports (or summary data of approved department alternative).
  - (b) Summary data of second systematic method of assessing teaching performance.
  - (c) Peer evaluations.
  - (d) Representative syllabi for courses taught.
  - (e) Other documentation of teaching effectiveness.
3. Scholarship Documentation
  - (a) Copies of publications, monographs, and workshop materials or other proof of scholarly activities (materials that do not fit within the notebook may be placed in one expandable folder).
  - (b) Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
  - (c) Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
  - (d) Published abstracts of presentations.
  - (e) Other evidence of quality scholarly/creative activities.
4. Service Documentation
  - (a) Evidence of service to the department, College, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.  
*Examples of documentation include, but are not limited to, department/College/university listings of membership on committees, letters from committee chairs, minutes of committee meetings, significant product (e.g. major report) from committee, evidence of effective advising, service-related awards/recognition, service on an editorial board, service as journal/grant reviewer, or professionally-related consulting/community service.*