

## APPENDIX B

### TENURE AND PROMOTION INFORMATION AND PROCEDURES

#### I. Minimum Criteria for Tenure and/or Promotion

Minimum criteria for tenure and promotion are listed in Section Two of the *Faculty Handbook*. These criteria represent minimum levels of achievement necessary to be considered for tenure and/or promotion. For promotion decisions, only accomplishments since the last promotion shall be considered. In making their recommendations, department faculty and Chairs, Deans, and the Provost shall use the following general guidelines for each of the three categories of criteria:

##### Instructional Endeavors

Evaluators should consider such factors as the following: class load; number of students; number of preparations; evidence that the instructor is enthusiastic about teaching; evidence that the instructor remains current in knowledge of subject material; is conscientious in assigning students' work and grades; is concerned with professional development as a teacher and scholar/artist/performer; student advisement/availability to students; and encouragement of students' growth through field trips and extra activities.

##### Research and Creative Endeavors

Evaluators should consider such factors as the following: exhibitions; recitals; published materials; papers given to professional organizations and societies; research directed toward improving teaching; participation in workshops and seminars; continued formal training; activities in professional organizations.

##### Service

Evaluators should consider such factors as the following: number of college and University committee assignments; degree of responsibility in department and college; willingness to assume responsibilities; and the active promotion of the goals and objectives of the department, college, and University; and service to external organizations.

#### II. Information to Be Included in Application

Using the following outline as a guide for areas of consideration, describe accomplishments in each category with an indication of how they satisfy criteria for tenure and/or promotion. Tenure applications shall include accomplishments for the entire time that the faculty member has been at UM. For promotion decisions, only accomplishments since the last promotion shall be considered; however, promotion applications should include all accomplishments throughout the candidate's career.

##### A. Instructional (or Professional Librarian) Endeavors

###### 1. Regular teaching or library assignments

a. Teaching (include, for example, class loads, kinds of classes taught, number of students, information about night or non-traditional classes, off-campus courses.)

- b. Course preparation (include, for example, new courses developed, selection of texts, and unique class or laboratory aids.)
  - c. Regular library assignments (include, for example, the degree of responsibility and effectiveness in fulfillment of those responsibilities.)
  - d. Teaching evaluations for each year of full-time teaching at UM.
2. Additional assignments
- a. Student Advising
  - b. Honors Program coursework
  - c. Independent Study
  - d. Thesis Direction
  - e. Comprehensive Exams
  - f. Student Recital, Forensics, Plays, Exhibit Preparation
  - g. Intramural Programs
  - h. Continuing Education
  - i. Lab experiences
  - j. Other
- B. Research and Creative Endeavors
- 1. Publications including books, articles, reviews, compositions, and plays, software development and the like
  - 2. Performances such as recitals, concerts, compositions, and seminars or workshops conducted or adjudications
  - 3. Exhibitions
  - 4. Non-published activities such as papers presented, seminars, or workshops conducted
  - 5. Materials for instructional use such as papers, audio and visual presentations, and displays
  - 6. Consulting work
- C. Service
- 1. University
  - 2. College

3. Department
4. Profession
5. Community

D. Other Information

List activities not reflected in other categories.

### III. **Tenure and Promotion Format and Procedures**

A. Candidates are obliged to inform themselves of the criteria, policies and procedures for Tenure and Promotion consideration as listed in the *Faculty Handbook*. It is the candidate's responsibility to prepare the Tenure and/or Promotion file and to provide supporting documents.

B. Each candidate must present a clear, complete and well-organized application. All candidates, and especially those being considered for promotion to Professor, may submit a career file i.e., information concerning accomplishments during their entire professional career. Candidates should list items in the various categories chronologically for their entire career. For promotion decisions, however, only accomplishments since the last promotion shall be considered.

C. The "Tenure and/or Promotion File" shall contain the following information assembled in the order indicated:

1. Cover (signature) Page from the Tenure and/or Promotion form;
2. Page 2 from the Tenure and Promotion form; and
3. Basic Information (see Section II of this form for a listing of items suggested for inclusion in each category):
  - a. Instructional Endeavors
  - b. Research and/or Creative Endeavors
  - c. Service Endeavors
  - d. Other Information

D. The "Tenure and/or Promotion Appendices" will contain any supporting documents which are submitted. The appendices will include documentation with respect to the Basic Information sections of the Tenure and/or Promotion File as well as any other information which candidates feel is germane to their applications. Examples of items to be included in the appropriate appendices are: student evaluations, reprints of publications, letters, abstracts of professional works, grant reports, evidence of teaching effectiveness, and descriptions of professional activities. If a particular appendix is not required, insert a page at the appropriate place stating "Appendix No. \_ is not required for additional information" to indicate this material has not been lost from the file. The Tenure and/or Promotion Appendices will include:

Supporting Documentation - Teaching Endeavors

Appendix 2

Supporting Documentation - Research and/or Creative Endeavors

Appendix 3

Supporting Documentation - Service Endeavors

Appendix 4

Supporting Documentation - Other Information

E. The "Tenure and/or Promotion File" and the "Tenure and/or Promotion Appendices" are to be packaged in separate file folders and each folder appropriately labeled.

COLLEGE OF \_\_\_\_\_

COLLEGE OF \_\_\_\_\_

TENURE AND/OR PROMOTION

TENURE AND/OR PROMOTION

FILE

APPENDICES

FOR

FOR

\_\_\_\_\_

\_\_\_\_\_

(Candidate's Name)

(Candidate's Name)

G. Materials are not to be bound.

H. Submit the original and one copy of the "Tenure and/or Promotion File" along with the original "Tenure and/or Promotion Appendices" (no copies needed) to the Department Chair or Dean, as appropriate.

**UNIVERSITY OF MONTEVALLO**  
**APPLICATION FOR**  
**FACULTY TENURE AND/OR PROMOTION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ College: \_\_\_\_\_

Present Academic Rank: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

Initial UM Academic Rank: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

**SERVICE SUMMARY**

***A. Years of full-time University of Montevallo faculty service to next Fall as:***

Instructor \_\_\_\_\_

Assistant Professor \_\_\_\_\_

Associate Professor \_\_\_\_\_

TOTAL \_\_\_\_\_

***B. Years of full-time faculty service other than at University of Montevallo:***

<i>Institution</i>	<i>Rank</i>	<i>Dates of Service</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***C. Total years of full-time creditable faculty experience:*** \_\_\_\_\_

**DEGREE(S) AND GRADUATE WORK**

***A. Degree Summary***

<i>Degree</i>	<i>Date Awarded</i>	<i>Institution</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

***B. Graduate Work Completed Beyond Highest Degree:***

<i>Credit Hours</i>	<i>Institution</i>	<i>Date(s)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SUBMIT THE ORIGINAL AND ONE COPY OF THIS FORM**

**UNIVERSITY OF MONTEVALLO**  
**RECOMMENDATION FOR FACULTY TENURE AND/OR PROMOTION**

\_\_\_\_\_

Name

\_\_\_\_\_

Department

\_\_\_\_\_

College

\_\_\_\_\_

Rank Applied For

\_\_\_\_\_

Tenure Applied For (Yes/No)

Note: At each recommendation level, the individual making the recommendation must provide a rationale.

<b><u>TENURE RECOMMENDATIONS</u></b>		<b><u>PROMOTION RECOMMENDATIONS</u></b>	
	Yes	No	
Dept. or College Committee Chair	Date		Dept. or College Committee Chair
Department Chair	Date		Department Chair
Dean	Date		Dean
Provost/VPAA	Date		Provost/VPAA
President	Date		President

**SUBMIT THE ORIGINAL AND ONE COPY OF THIS FORM**