



Promotion and/or Tenure
Personnel Action Folder

Table of Contents

Section I: Candidate Forms	
Application Form (completed April 15)	1
File Release Form (due October 15 as part of application portfolio)	2
Employment and Education Summary (due October 15 as part of application portfolio)	3
Section II: P&T Committee and Administrator Recommendation Forms	
Committee Statement and Recommendations	4
Department Chair/Program Coordinator Statement and Recommendations	6
Provost and President Statement and Recommendations	8
Section III: Contents of Folder	
Description of Contents of Folder (due October 15 as part of application portfolio)	9
Statements and evidence of effective Teaching/Librarianship	12
Statements and evidence on Scholarship	13
Statements and evidence on Service	14

CANDIDATE'S EMPLOYMENT AND EDUCATION SUMMARY

Full Name: _____
(first) (middle) (last)

Has tenure been awarded? YES _____ NO _____ If yes, effective September, _____(yr)

1. For service at Plymouth State University ONLY give:

Present rank: _____ Since: _____ (including this academic yr) _____
(mo/year) Years in this rank

Previous rank: _____ Since: _____ (including this academic yr) _____
(mo/year) Years in this rank

Previous rank: _____ Since: _____ (including this academic yr) _____
(mo/year) Years in this rank

a. Prior to service at Plymouth State University, give:

Last previous title and institution: _____ From: _____ To: _____
(mo/yr) (mo/yr)

Last previous title and institution: _____ From: _____ To: _____
(mo/yr) (mo/yr)

Last previous title and institution: _____ From: _____ To: _____
(mo/yr) (mo/yr)

b. Summarize other pertinent experience if it seems desirable:

c. Did you receive any "credit toward tenure" from the Provost at the time of your appointment?
If yes, explain _____

d. Indicate educational background by giving earned degrees:

Degree: _____ Field: _____ Institution: _____ Date: _____

Degree: _____ Field: _____ Institution: _____ Date: _____

Degree: _____ Field: _____ Institution: _____ Date: _____

Attach Curriculum Vitae in Approved Format

**SECTION IIA: STATEMENT AND RECOMMENDATION OF THE PROGRAM/ACADEMIC UNIT
PROMOTION & TENURE COMMITTEE**

A. COMMITTEE'S EVALUATION:

Summarize the committee's evaluation of the extent to which the candidate meets the criteria in each area. Describe the basis by which the determination has been made.

1. Teaching or Librarianship:

2. Scholarship:

3. Service:

Place original signed copy in candidate's application portfolio, provide candidate with a copy of this form and deliver candidate's application portfolio to the next review level.

**IIA: STATEMENT AND RECOMMENDATION OF THE
PROGRAM/ACADEMIC UNIT PROMOTION AND TENURE COMMITTEE
(continued)**

B. ADDITIONAL COMMITTEE COMMENTS:

What additional information would the committee like to provide to the reviewers at the next levels?

C. COMMITTEE'S RECOMMENDATION:

1. Please record the vote: _____ in favor _____ opposed
2. If the recommendation is not unanimous, indicate the reasons.

2. It is recommended that _____
(first) (middle) (last)

(not be) (be) promoted to the rank of _____

(granted tenure) (given a terminal appointment). (Cross out statement that does not apply)

List the voting members of the Promotion and Tenure Committee:

1. Chair:
- 2.
- 3.
- 4.
- 5.

Signed: _____

Chair, Promotion/Tenure Committee

Date: _____

Place original signed copy in candidate's application portfolio, provide candidate with a copy of this form and deliver candidate's application portfolio to the next review level.

IIB: STATEMENT AND RECOMMENDATION OF THE DEPARTMENT CHAIR/PROGRAM COORDINATOR

A. DEPARTMENT CHAIR/PROGRAM COORDINATOR'S EVALUATION:

Evaluate the extent to which the candidate meets the criteria in each area.

1. Teaching or Librarianship:

2. Scholarly/Professional Activity:

3. Service:

Place original signed copy in candidate's application portfolio, provide candidate with a copy of this form and deliver candidate's application portfolio to the next review level.

**IIB: STATEMENT AND RECOMMENDATION OF THE DEPARTMENT CHAIR/PROGRAM COORDINATOR
(continued)**

B. DEPARTMENT CHAIR/PROGRAM COORDINATOR'S COMMENTS:

1. How do you rate this faculty member in comparison with the other members of your department/program in the same rank, and in the same rank to which the individual is recommended?

2. Comment on the candidate's contributions to the department/program and university.

3. Assess the potential for the growth of this candidate in the areas of Teaching, Scholarly/Professional Activity, and Service.

C. DEPARTMENT CHAIR/PROGRAM COORDINATOR'S RECOMMENDATION:

This recommendation is based upon, and (is) (is not) consistent with, the action of the Departmental/Program Promotion and Tenure Committee. It states my own opinion. It is recommended that

_____ (be) (not be) (promoted to the rank of
(first) (middle) (last)

_____) (granted permanent tenure) (given a
terminal appointment). *(Cross out phrases which do not apply.)*

Signed: _____
Department Chair/Program Coordinator

Date: _____

Place original signed copy in candidate's application portfolio, provide candidate with a copy of this form and deliver candidate's application portfolio to the next review level.

**IIC. STATEMENT AND RECOMMENDATION OF THE PROVOST AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

III. ENDORSEMENT BY THE PRESIDENT

SECTION III. CONTENTS OF FOLDERS FOR PROMOTION AND/OR TENURE

DESCRIPTION OF CONTENTS OF FOLDERS

Folders of candidates for promotion and/or tenure are reviewed and evaluated by several levels at PSU. As evaluators become more removed from the candidate's professional field of specialization, they need more complete, varied and detailed information in order to be able to form a sound judgment. The documentation listed below is needed to help faculty members present a full case to reviewers at all levels, so that candidates may receive every consideration in the promotion and/or tenure process.

1. Completed forms in Section I and updated Curriculum Vitae in approved format (available on VPAA's Website).
2. Blank copies of forms in Section II
2. Candidate's Statement on teaching (including advising if assigned), Scholarship, and Service since appointment (for tenure) or since last promotion (for promotion). See below for description.
3. All annual evaluations, work plans, reappointment letters since appointment (for tenure) or since last promotion (for promotion)
4. Selected evidence for evaluation of effective **teaching or librarianship**
 - a. Statement on Teaching/Librarianship
 - b. Reports of classroom visits (or evaluation of librarianship) by the Department Chair/Program Coordinator, Provost or other Academic Affairs administrator
 - c. Results of student evaluations (raw data) and summary of evaluations and self-reflection
 - d. Examples of teaching materials such as syllabi, exams projects, and assignments, etc., or other appropriate materials in the case of librarians
 - e. Evidence of special innovation in teaching, or analogous material for librarians
 - f. Evidence of success in mentoring and supporting students
 - g. Evidence of student success, e.g., presentation/publication of student work, participation in contests, or artistic exhibitions, etc.
5. Selected evidence for evaluation of **scholarship**
 - a. Statement on scholarship
 - b. Copies of works disseminated to a wider audience (e.g. public presentation, publication, workshop, performance, exhibition)
 - i. Publications (e.g. book, chapter in book, peer reviewed article, grant proposal, critical review or editorial in refereed journal, creative work, musical composition, editing music, research report, publication in trade or popular journal, chapter in book,
 - ii. Presentation or performance at regional or national meeting (refereed or invited)
 - c. Copy of preliminary work that will lead to dissemination to a wider audience including:
 - i. Research and experimentation for course development or improved pedagogy that will later be presented
 - ii. Research, data collection, project preparation, research/creative/artistic works in progress

- d. Copy of grant proposal or patents submitted
- f. Sample of development of new professional tools for use with clients/professionals outside the University
- g. Digital media or reviews of commissioned art or musical composition.

6. Selected evidence for evaluation of **service**

- a. Statement on scholarship
- b. Evidence demonstrating meaningful contributions to department/program and university.
- c. Evidence demonstrating meaningful contributions to community and/or profession through the application of professional expertise.
- d. Copy of membership/leadership directory, minutes of meeting or other evidence indicating role as officer, board of director, program coordinator, consultant, etc., at national, state, regional, or local level.
- e. Evidence of having served on Editorial Board of scholarly journal, as a reviewer for major publisher or national granting agency.
- f. Evidence of having served as judge at artistic (musical, performance, art) competitions.

7. Letters from external reviewers shall be solicited by Chair of Committee and added to the folder at the Committee level.

- a. External reviewers will be asked to provide a review of the candidate's scholarship. They will be provided with a copy of the PSU P&T guidelines, the Curriculum Vitae of the candidate and copies of publications, presentations, works of art, or other examples of scholarship.
- b. Reviewers shall provide an objective assessment of the candidate's scholarly work, impact, and reputation. Individuals with close personal relationships should be avoided (e.g. relatives, close personal friends, former doctoral dissertation chair). It is acceptable to ask colleagues with whom the candidate has collaborated, written, published, or presented works.
- c. External reviewers shall be contacted by Committee Chairs and solicited for the review in the Spring prior to the candidate's application. This will ensure the external reviewer has adequate time for review of materials and to comply with the deadline. Committee Chairs shall request letters be addressed to the Chair and be submitted no later than September 15th.
- d. The Letter will become a permanent part of the candidate's file and confidentiality cannot thereby be guaranteed.

8. Other material added at the discretion of the candidate

CANDIDATE'S STATEMENTS

In this section, provide information, evidence and discussion that will build a convincing case for your tenure and/or promotion. Include information on your assigned work load and provide the reader with a clear picture of how your teaching, scholarship and service are integrated, relate to your area(s) of expertise, and apply to the missions of your program, cluster and the University. This section needs to fully inform all levels of review. *Use as many pages as you need to complete your statements.*

CANDIDATE'S STATEMENT ON TEACHING/LIBRARIANSHIP

The **Statement on Teaching/Librarianship** is an opportunity to reflect upon and discuss your teaching/librarianship. Describe and discuss your teaching/librarianship core beliefs, approaches and activities and present evidence of work and accomplishments that meet the criteria outlined in the PSU Promotion and Tenure Guidelines (found in the Faculty Handbook, Section 2.7 c-e). Provide examples and evidence for your effectiveness in teaching, academic advising and any activities in supervising research and/or thesis or special projects. Focus on presenting and discussing evidence that shows the extent to which you meet the criteria for effective teaching/librarianship:

- Engages in scholarly teaching
- Uses effective instructional design
- Utilizes appropriate instructional delivery
- Employs instructional assessment
- Mentors and supports students

CANDIDATE'S STATEMENT ON SCHOLARLY/PROFESSIONAL ACTIVITY

The **Statement on Scholarship** is an opportunity to provide information and discussion of scholarly activities which meet the criteria outlined in the PSU Promotion and Tenure Guidelines. Focus on presenting and discussing evidence that shows the extent to which you meet the criteria for quality scholarship:

- Conducts scholarship in a manner with clear goals and appropriate methods
- Demonstrates discipline-related or interdisciplinary expertise
- Meets the standards of discipline-related or interdisciplinary scholarship
- Contributes to a body of knowledge through new, original and/or innovative works
- Disseminates to a wider audience in an appropriate forum (presentations and/or publications to scholarly peers, exhibitions, performances, etc.)
- Makes an impact or contribution to the discipline or some community of people

CANDIDATE'S STATEMENT ON SERVICE

The **Statement on Service** is an opportunity to describe your service activities at multiple levels and across varied sectors of the program, cluster, University, community and profession. Describe and discuss service activities with regard to the criteria of meaningful service as outlined in the PSU Promotion and Tenure Guidelines. Focus on presenting and discussing evidence that shows the extent to which you meet the criteria for meaningful service:

- Demonstrates contributions to the program, the cluster, and the University
- Conducts activities with integrity and professionalism
- Accepts responsibilities and follows through on commitments
- Demonstrates ability to work collaboratively
- Makes contributions to the community and/or the profession through the application of professional expertise