

**Marshall University College of Science**  
**Policy No. COS-Fac-07**  
**Promotion and Tenure**

*For Use with MU-BOG AA-26 and AA-28 (Updated 2020)*

**Reviewed and Edited: September 7, 2023**

**1.0 Introduction**

Marshall University Board of Governors (BOG) policies define the procedures and general performance criteria for promotion and tenure at Marshall University. All faculty members and reviewers are highly encouraged to read the policies on promotion (AA-26 - <https://www.marshall.edu/board/files/MUBOG-AA-26-Faculty-Promotion-2020-01.pdf>) and tenure (AA-28 - <https://www.marshall.edu/board/files/MUBOG-AA-28-Faculty-Tenure-2020-09.pdf>), and to become familiar with the definitions, requirements and procedures outlined therein. The College of Science Promotion & Tenure Guidelines do not replace or supersede BOG policies, but are intended to supplement them, and to develop specific reporting requirements and performance standards to be used when preparing and reviewing COS (College of Science) faculty tenure and/or promotion applications.

“Promotion in rank is a reward for meritorious professional achievement” (MU-BOG Policy AA-26; 2020). The College of Science requires that applications for promotion include a factual, documented record from multiple sources of evidence of sustained achievement in **each** of the three areas of faculty responsibility since first appointment or last promotion in rank, whichever is more recent. The required areas of faculty responsibility are: 1) teaching and advising, 2) research, scholarship, and creative activities, and 3) service and professional development.

“Tenure is awarded not only for past achievements, but also in anticipation of continued achievement in all areas of responsibility” (MU-BOG Policy AA-28; 2020). Applications for tenure will be reviewed both for past achievement, and for evidence demonstrating that the candidate is likely to continue a record of achievement in **each** of the three areas of faculty responsibility noted above. In addition, AA-28 notes that “[m]ajor attention shall be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar or artist, and **responsible university Citizen.**” The policy describes University Citizenship as encompassing . . .

contributions that transcend organizational and disciplinary boundaries and meaningfully influence and benefit all parts of the University community, fostering a culture of engagement. Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community.

And states that:

The elements of University Citizenship may include, but are not limited to: Positive leadership of governance bodies, contributions to disciplinary/professional growth and innovation, furthering civil discourse/intercultural understanding, constructive mentoring

of both students and faculty colleagues, and contributions toward achieving a progressive future for the institution.

Regarding the timing of promotion and tenure applications, MU-BOG policy (AA-26) specifically states that *only faculty members who have been granted tenure are eligible for promotion*. When a faculty member applies for promotion and tenure concurrently, the tenure decision precedes the decision on promotion. A negative tenure decision automatically results in a negative promotion decision. The current guidelines, therefore, expressly prohibit an application for promotion prior to, or in the absence of, an application for tenure.

The award of tenure and promotion to the rank of Associate Professor requires a record of professional recognition that transcends local organizations and activities, as well as evidence of sustained scholarly productivity and increasing reputation in field. The applicant must have demonstrated professional performance in **each** of the three areas of faculty responsibility, which must include evidence of responsible university citizenship in each area. In addition, the applicant must demonstrate exemplary performance in *at least* one area, which must be either Teaching and Advising or Research, Scholarship, and Creative Activities. Exemplary performance in an area of responsibility requires notable and sustained examples of responsible university citizenship related to that area.

Promotion to the rank of Professor requires evidence of substantial professional participation in regional, national, and/or international organizations and a significantly higher level of sustained scholarly productivity than is required for promotion to lower rank. In addition, promotion to full Professor requires demonstrated and sustained exemplary achievement in **two** of the three areas of faculty responsibility. If the applicant's contract includes an addendum specifying the area of exemplary performance, this area will be used in evaluating the promotion and tenure application. To achieve professional performance in an area of responsibility, a faculty member must include evidence of responsible university citizenship in that area. Exemplary performance in an area of responsibility requires notable and sustained examples of responsible university citizenship related to that area.

## **2.0 Areas of Faculty Responsibility**

### **2.1 Teaching and Advising**

Quality instruction is critical to the mission of the College of Science. Sustained achievement in teaching, advising and related activities is required for both tenure and promotion, and candidates are encouraged to strive for excellence in this area. MU-BOG policy (AA-26) indicates that:

“Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.”

In some cases, an offer of appointment in the College of Science will indicate that teaching duties are of particular importance to the department and must be designated as an area of excellence in applications for promotion and or tenure. In such circumstances, applicants are encouraged to consult with their department chair to identify departmental norms and standards for teaching excellence. Faculty members should also participate in programs offered by the Marshall University Center for Teaching and Learning (CTL) and are encouraged to participate in off-campus meetings, workshops and other professional development activities that focus on teaching and learning.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in teaching and advising, and for the applicant's future promise as an educator. A demonstration of professional performance in Teaching and Advising must include evidence of responsible university citizenship in this area. Exemplary performance in Teaching and Advising will require notable and sustained examples of responsible university citizenship related to this area.

## **2.2 Research, Scholarship and Creative Activities**

All faculty members are expected to remain current in their specific disciplines, and the primary mechanism for maintaining expertise is through the establishment and maintenance of an active research program. MU-BOG policy (AA-26) states that the responsibilities and duties associated with Research, Scholarship, and Creative Activities . . .

may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; and contributions to the professional development and achievement of colleagues.

The extent to which a faculty member participates in research is dependent, in part, on the priorities of her or his department, the availability of reassigned time to devote to research projects, and the availability of funding – both internal and external – to support research. In some cases, an offer of appointment will indicate that research is of particular importance to the department. In these situations, the department, college and university commit time and financial resources to support the establishment of a successful research program. When such resources are provided to a faculty member, research must be designated as an area of excellence in applications for tenure and/or promotion. Faculty members should regularly consult with their chairs as well as senior faculty colleagues to identify funding opportunities and appropriate levels of productivity in their discipline.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in Research, Scholarship and Creative Activities, and for the applicant's future promise as a scholar. A demonstration of professional performance in Research, Scholarship and Creative Activities must include evidence of responsible university citizenship in this area. Exemplary performance in Research, Scholarship and Creative Activities will require notable and sustained examples of responsible university citizenship related to this area.

### **2.3 Service and Professional Development**

All faculty members in the College of Science are expected to participate in service activities at the department, college, and university levels, and to engage in community service. MU-BOG policy (AA-26) states that . . .

Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

Recognized achievement in service requires that the faculty member perform functions that have real impact within or outside the university. Reportable service activities must be aligned with the mission and goals of the department, college, and university, and must be documented and capable of being evaluated. Real achievement in service is creative, diverse, and sustained. Examples include activities that address important local and regional needs, make use of the faculty member's special expertise and knowledge and where the faculty member's participation is pivotal to the success of the activity, organization, etc.

Applications for tenure in the College of Science will be reviewed for the quantity and quality of professional accomplishments in Service and Professional Development. A demonstration of professional performance in Service and Professional Development must include evidence of responsible university citizenship in this area. Exemplary performance in Service and Professional Development will require notable and sustained examples of responsible university citizenship related to this area.

### **3.0 Accommodating academic disciplinary differences**

The personnel policies and procedures of the College of Science allow flexibility in weighing areas of faculty performance in order to accommodate a range of disciplinary specialties. However, in all disciplines the quality and impact of the faculty member's efforts will be assessed primarily through evaluated measures. *It is the responsibility of each of the departments to use credible and objective means to distinguish **exemplary** performance for purposes of promotion and tenure recommendations from **professional** performance.*

### **4.0 Written external evaluations**

MU-BOG Policy AA-28 states "College/School tenure guidelines may permit department/division tenure guidelines to include provisions for external reviews of a candidate's application or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for tenure from that department/division." All departments within the College of Science require external evaluations to accompany applications for both tenure and promotion. MU-BOG policy mandates that the selection of external reviewers must be

collaborative, allowing for participation of both the applicant and the department chair or division head. The specifics of the COS policy are:

- The candidate will submit a list of recommended external evaluators to the department chair or the chair's designee. The candidate will identify those people on the list with whom he/she has or has had a personal, professional, or financial relationship, and the nature of the relationship. The chair of the departmental committee shall add names of evaluators, including individuals from peer institutions to this list, and send it to the department chair. The committee chair and department chair should seek to obtain letters both from people who know the candidate and those who do not. The committee chair shall consult with both the department chair and the applicant to identify the final list of individuals to be asked to perform the evaluation. The external evaluators selected should include senior members of the profession and individuals of demonstrable prominence in their field. "The selection of final reviewers must be agreed upon by both parties. If agreement is not possible, the college/school Dean or Dean's designee will have final authority to choose external reviewers from the names submitted" (MU-BOG Policy no. AA-28; section 4.2.2). The applicant's department shall determine the number of external evaluators required.
- To facilitate the external evaluations, the candidate will supply to the committee chair current and accurate materials including a curriculum vitae and a summary of no more than three pages each in the three areas of evaluation (*note* - candidates should refer to the timeline found at the end of this document). The department chair will provide a letter describing the nature of the candidate's position, including the amount of reassigned time, start-up funds, and other support as applicable that was provided to the candidate. The letter will also indicate the area(s) to be evaluated for exemplary performance. Letters to evaluators at comparable academic institutions should request a statement as to whether the candidate's application would be likely to be successful at their institution.
- Candidate information will be supplied to the evaluators in an electronic file format. Evaluators will be requested to confine their comments to aspects of the candidate's performance about which they have some insight and to comment on their personal knowledge of or relationship to the candidate.
- The letters provided by the evaluators will not be made available to the candidate unless such action is directed by university legal counsel.
- If an applicant is denied promotion and reapplies at a later date, evaluation letters may only be re-used in the academic year immediately following the initial application.

## **5.0 Written internal evaluations**

The responsible departmental committee may solicit written, signed, and dated comments from students, staff, and colleagues to be submitted directly to the committee. Under no circumstance are faculty candidates for promotion and tenure to solicit comments from students or former students.

## 6.0 Pre-Tenure Review

MU-BOG policy (AA-28) requires that “[a]ll tenure track faculty members will be evaluated by the criteria used for promotion and tenure in their college/school and department/division” as a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment.” The College of Science fulfills the pre-tenure review responsibility by requiring faculty members who are in review to prepare a package using the regular promotion and tenure guidelines, except that no external reviews are solicited or included in the package. Pre-tenure review packages are reviewed and commented upon by the reviewed faculty member’s departmental committee, his or her chair, and his or her dean. Pre-tenure review packages are not reviewed by the college committee and are not forwarded to the Provost for review. Because there are no external letters required, and the number of reviews is different, the timeline for the pre-tenure review process is modified relative to the tenure and promotion timeline. Both timelines are detailed at the end of this document.

Board policies (AA-7 and AA-28) also state that an exceptional pre-tenure evaluation will result in a 5% salary increase for the applicant. College of Science policy requires that the applicant receive **exemplary** ratings in all three areas of faculty responsibility, and at all levels of review (departmental committee, department chair, and dean), in order to meet the standard of an exceptional pre-tenure evaluation.

## 7.0 Elements and Organization of a Promotion and/or Tenure Application

An application for tenure and/or promotion should be organized in such a way that all required information and supporting materials are provided in a standard format so that they are easily found, read, and evaluated. For tenure and or promotion applications prepared after the 2021-2022 academic year, candidates are **required** to submit a complete electronic version of their application materials, in a single PDF document. The electronic version of the document will be used at all levels of review. The College of Science’s Associate Dean will serve as the college’s Promotion and Tenure coordinator, whose role will be to establish channels within the “College of Science-Promotion & Tenure 2021 – 2023” team, verify submissions and add and remove team members per university policy for each level of the review.

Sections of the portfolio should use the names and sub-headings provided below. The Table of Contents, Biographical Information part a, Teaching and Advising summary, Scholarly and Creative Activities summary, and Service to University and External Community summary should be created as a single document (Microsoft Word recommended) with one-inch margins all around using 10 point or larger Arial or 11 point or larger Times New Roman typeface and converted to pdf format. Other materials, including the Promotion & Tenure Summary document and parts b, c, and d of the Biographical Information section should be scanned and inserted into this final pdf document. Supporting evidence, e.g., the title page of published articles, teaching evaluations, etc., should also be scanned and inserted into the pdf document. In all, the entire portfolio should be within a **single**, searchable pdf document. Links between the table of contents and each listed section of the document, along with links between specific items mentioned in the summary document and supporting evidence, should be included using Acrobat’s Bookmarks feature. The college office will provide training on the preparation of the pdf portfolio, if needed.

**Electronic Routing & Signature Form.** The routing and signature form will not be a part of the

electronic portfolio as it will be a “Dynamic Form” generated document which will be generated at the time that the applicant declares her or his intention to apply for tenure and/or promotion in rank. This form can be found from the Faculty tab in myMU, or via the following link: <https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=cade935a-cfad-4410-b039-e0d18d946b0d&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fc4920831-007e-4fbd-b636-3c31aac227bc>. This form will be routed *via* email, so it will be separate from the body of the application portfolio. Upon submission of the remainder of the portfolio (see below) the applicant will provide an electronic signature on this form indicating that the application is complete and ready for review. The form will be updated with recommendation/non-recommendation decisions at each step of the review process. **Note:** an applicant must be notified in writing of a negative recommendation by the committee chair or administrator responsible for that step. Notification must be within two business days of the determination. The notification must include a rationale for the recommendation.

The electronic portfolio must include at a minimum the following documents, sections, and attributes:

- I. **Cover page.** The cover page should indicate the intent of the application (i.e. promotion and/or tenure). If the applicant is seeking promotion, the cover page should indicate the rank sought and the department (e.g., “Application for Promotion to Associate Professor of Physics with Tenure”). The cover page should also indicate the name and rank of the applicant, and the date of the application.
- II. **Table of Contents.** The table of contents should list each of the primary headings (below) and provide both a page number, and a link to the beginning of that section. Supporting material for each section should be included within that section in the portfolio pdf. Links from specific statements or summary documents to supporting information should be included in the body of the portfolio but should not be included in the table of contents. Instructions on using Acrobat’s built-in Bookmarks tool can be found at <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>
- III. **Promotion & Tenure Summary.** This is a standard form (found within the College of Science’s Teams team, under Forms and Policies -> Files -> College of Science Policies -> Promotion and Tenure Supporting Materials). The applicant must provide the information requested, sign, and date the form. The form provides a small area for a summary of the applicant’s activities in his or her area(s) of excellence. If more room is needed, this summary can be provided on a separate page. The summary should not exceed one page. The form and summary should be saved and added to the portfolio pdf immediately following the Table of Contents. It is preferred to use an appropriate digital signature on the file so that the PDF can simply be included within the larger portfolio pdf.
- IV. **Biographical Information.** The applicant must provide:
  - a. A brief summary of his or her educational and employment history, not to exceed one page.
  - b. An up-to-date curriculum vita focusing on the period since first appointment or last promotion in rank, whichever is more recent.

- c. A copy of his or her addendum to contract if one was provided at the time of employment.
  - d. Copies of all reviews/recommendations arising from the applicant's pre-tenure review.
- V. Teaching and Advising.** In *no more than three pages* (exceptions to the page limit noted below) with one-inch margins and 10 point or larger Arial or 11 point or larger Times New Roman typeface, and using the headings listed below, the applicant must summarize his or her teaching, advising and related activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. The table described in item (a) below does not count against the 3-page limit. Photocopies of official documents (i.e., those not generated by the applicant but which provide supporting evidence to information in the three-page summary) also do not count against the page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure applications.
- a. *Completed [Faculty Promotion and Tenure Course History Export Table](#)*. This table is available to applicants *via* a link in MU BERT (Banner Extraction and Reporting Tool) and is automatically exported in Excel with much of the required information pre-populated. To complete the remaining fields, the applicant will add data to the fields highlighted in yellow by providing the re-scaled student evaluation score for each course and the number of evaluations that went into generating each course score. This will automatically update the calculations within the spreadsheet. This completed sheet must be included within the Teaching and Advising summary document, but it does not count against the 3-page limit. Supplemental materials must include a *complete* set of summary sheets for classroom evaluations in all classes taught, including a complete and verbatim compilation of all written student comments from course evaluation forms. (**Note:** departmental chairs are to maintain department averages for student evaluation of classroom instruction, grade distributions, drop rates, uniform exam scores, and prerequisite follow-up forms to determine standards for the discipline.)
  - b. *New courses or programs developed or implemented*. Provide titles, dates taught, and enrollments.
  - c. *Development of E-courses* (provide titles, dates taught, and enrollments).
  - d. *Student advising activities*, including the mentoring of students in Capstone, independent study, or other student research projects. Include student's name and date of graduation/expected graduation, the semester in which work was performed, and a brief title.
  - e. *Direction of (or service on) thesis, dissertation, and comprehensive exam committees*. Indicate whether served as chair or a member.
  - f. *Development and/or incorporation into new or existing courses and programs of innovative and creative teaching and advising strategies, instructional technology, or library instruction; miscellaneous curricular development activities including web pages, lab experiments, manuals, handouts, etc.* Provide course titles, dates taught, and average enrollment.
  - g. *Development and teaching of: Multicultural, International, Writing Intensive, Honors or other university directed special content courses*. Provide titles, dates taught and average enrollment.
  - h. *Attendance at meetings of academic/professional societies related to teaching, learning, or advising*. List name, venue, date.



- i. *Participation in faculty development programs or workshops devoted to teaching, learning, or advising.* List name, venue, and date.
- j. *Awards, honors, and other recognition of instructional or advising performance (e.g., service as editor or on the editorial board of prominent pedagogical publications, service on grant review panels, invitations for sabbatical leave/visiting professorship at prestigious institutions, etc.).* Indicate sponsoring organization, title and purpose of award or honor and date it was made.
- k. *Teacher preparation courses, workshops taught, or other presentations.* List course, date taught and enrollment.
- l. *Other (e.g., class averages on uniform final exams, results of Prerequisite Follow-Up Questionnaires, videotaped class sessions, etc.).*
- m. The applicant may include an additional *one-page written evaluation of instructional performance by his or her faculty mentor or department chair.*
- n. Applicants should include an additional *written summary (a bulleted list is preferred) of one page or less with evidence indicating responsible university citizenship in Teaching and Advising.* This summary does not count against the three-page limit.

**VI. Research, Scholarship and Creative Activities.** In *no more than three pages* with one-inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, and using the headings listed below, the applicant must summarize her or his scholarly, creative, and related professional activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e., those not generated by the applicant) will not count against the three-page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure packets.

- a. *Published work of significance.* Indicate whether any publications were solicited or invited reviews of the field.
  - 1. *Peer-reviewed articles published.* In the supplemental materials, include only the first page of each article which should show the name of the publication/journal, author(s), title, date of publication and abstract. The departmental chair, departmental committee or college's Faculty Advancement Committee reserves the right to request a full article.
  - 2. *Work accepted for publication.* Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-author names, if any, as they will appear in the published work and a copy of the acceptance letter.
- b. *Other published work (e.g., books, book chapters, patent applications, etc.).* Include full bibliographic reference with all co-authors' names if any, as they appear in the published work. Indicate whether work was solicited or invited review of the field.
- c. *Work submitted for publication.* Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-authors' name, if any, as they will appear in the published work. Include the first page of the manuscript in the supporting materials.
- d. *Work in preparation* – list title, co-authors' names, if any, and plans for publication.
- e. *Proposals, Grants & Contracts.* Applicants must complete the Excel worksheet titled "Proposals, Grants & Contracts.xlsx" which is found within Teams (College of Science -> Forms and Policies -> Files -> College of Science Policies -> Promotion and Tenure

Supporting Materials). Do not alter the format of the table, except to add additional rows, if needed and to remove column J (notes) as instructed. The completed table must be included in the final application pdf on a single page. This table does not count against the page limit for the Research, Scholarship and Creative Activities summary.

- f. *Other creative works or performances* with brief description, venue, and date as appropriate.
- g. *Academic/professional consultation* – list subject, clients, dates.
- h. *Academically/professionally-related talks* – list subject, venue, date and whether participation was by invitation.
- i. *Participation in institutes, workshops, and seminars* – list subject, venue, sponsoring organization, and date. Briefly describe the nature of the participation and whether participation was by invitation.
- j. *Membership in academic/professional societies* – list in order: local, regional, national, international.
- k. *Contributions to academic/professional meetings*. Describe participation (e.g. chairing sessions, presenting papers, service on panels, etc.) indicating whether meetings were national, regional, state, or local and whether it was by invitation.
- l. *Meetings of academic/professional societies attended* – list name, venue, and dates.
- m. *Activities related to gaining/retaining professional licensure/certification*.
- n. *Scholarly and creative activity in progress*. Do not duplicate entries in the fourth category in this section.
- o. *Awards, honors, and other recognition of scholarly and creative activities*. Indicate, sponsoring organization, title and purpose of award or honor and date it was made.
- p. Applicants should include an additional *written summary (a bulleted list is preferred, one page or less) of evidence indicating responsible university citizenship in Research, Scholarship, and Creative Activities*. This summary does not count against the three-page limit.
- q. *Other* (describe).

**VII. Service and Professional Development.** In *no more than three pages* with one-inch margins and 10 point or larger Arial or 11 point or larger Times New Roman typeface, a tenure or promotion portfolio must summarize the candidate's service activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e., those not generated by the applicant) will not count against the three-page limit but must be relevant to the specific items identified below and must not be excessive in length. The departmentally designated committee shall check the accuracy of information included in promotion and/or tenure packets.

- a. *Service on university committees, task forces, etc.* Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- b. *Participation in other activities on behalf of the university*.
- c. *Service on college committees, task forces, etc.* Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- d. *Participation in other activities on behalf of the college*.
- e. *Service on department committees, task forces, etc.* Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- f. *Participation in other activities on behalf of the department*.

- g.** *Service with student organizations.* List organization name, nature of service (e.g. faculty adviser) and dates of service.
- h.** *Service to the community that involved faculty member's professional skills.* List organization name, nature of service, dates of service and whether voluntary or appointed.
- i.** *Participation in other activities on behalf of the community.* List organization name, nature of service, dates of service and whether voluntary or appointed.
- j.** *Offices or committee assignments in academic/professional societies.* May be combined with preceding list. Indicate whether elected or appointed, by whom and term of office.
- k.** *Reviewing manuscripts and proposals.*
- l.** Applicants should include an additional *written summary (a bulleted list is preferred, one page or less) of evidence indicating responsible university citizenship in Service and Professional Development.* This summary does not count against the three-page limit.
- m.** Other (describe)

## **College of Science Promotion & Tenure Timeline 2022-2023 Academic Year**

### **For Tenure and/or Promotion Applications:**

1. Deadline for candidate to submit Dynamic Form w/intent to apply for promotion/tenure – **9/22/23**
2. Deadline for candidate to submit list of potential external reviewers to department chair – **9/29/23**
3. Deadline for department chair to give candidate full list of potential external reviewers – **10/13/24**
4. Deadline for candidate to return full list of external reviewers with comments, **and** to provide chair with current CV and three, 3-page summaries – **10/20/23**
5. Last date for department chair to send requests to external evaluators – **10/27/23**
6. Deadline for external review letters to be returned to department chair – **1/5/24**
7. Deadline for candidate submission of P/T pdf portfolio into Teams – **1/5/24**
8. Deadline for department Chair to check P/T document for completeness and adherence to guidelines and sign the Dynamic Form for the candidate – **1/12/24**
9. Deadline for departmental committee to complete recommendation – **1/26/24**
10. Deadline for departmental chair to complete recommendation – **2/9/24**
11. Deadline for COS Faculty Advancement Committee to complete recommendation – **3/1/24**
12. Deadline for dean to complete recommendation to provost – **3/15/24**

### **For Mid-Tenure Review Portfolios:**

1. Deadline for candidate to upload portfolio to Teams – **1/5/24**
2. Deadline for department chair to check portfolio for completeness and adherence to guidelines – **1/12/24**
3. Deadline for departmental committee to complete recommendation – **1/26/24**
4. Deadline for department chair recommendation – **2/9/24**
5. Deadline for dean to return recommendation to candidate – **5/10/24**