# Required and Requested Documents
## Tenure and/or Promotion
## SFA College of Business

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**Faculty Candidate**

Use the reports, text field, and file upload tool below to create your Review Portfolio.  When you have finished your portfolio, click "Actions" then "Submit" to send to the next step.

Per Policy 7.29, it is the responsibility of the candidate submitting a review portfolio to submit all relevant materials.

Note:  To edit or update reports generated in Faculty Success, changes must be made in the Faculty Activity Reporting system (not on the report).  After changes are made in the Faculty Activity Reporting system, it is imperative that you click "Refresh report" next to the report to assure your reports will contain the most current information.  After refreshing the report, click the Adobe icon to see how your reports appears to reviewers.

**PDF document types are required for all file uploads.**

# Purpose

Use the fields below to indicate the process(es) for which you are requesting review.

**\*** Purpose of Review        [ ▼ ]

**\*** Are you undergoing review for tenure?        ◯ Yes        ◯ No

# Cover Letter

**\*** File Upload - Cover Letter

> Drop files here or click to upload

# Introductory Material

**Include your curriculum vitae by uploading it into the drop box.  You may upload your own personal CV or use the prepopulated vita report from Faculty Success.**

To download your vita, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Vita" from the list.  Key in the appropriate date range for your tenure or promotion process. Click "Run Report."  The report should save to your Downloads folder on your computer.  Use the file upload field below to upload it to your Workflow portfolio.

**\*** File Upload - Curriculum Vitae

Drop files here or click to upload

Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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**Include your Faculty Activity Report by uploading it into the drop box.**

To download your FAR, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Annual Faculty Activity Report" from the list.  Key in the appropriate date range for your tenure or promotion process. Click "Run Report."  The report should save to your Downloads folder on your computer.  Use the file upload field below to upload it to your Workflow portfolio.

**\*** File Upload - Faculty Activity Report

Drop files here or click to upload

**Use this file upload field to upload hard copies of administrative evaluations for all years since initial appointment or last promotion.**

**\*** File Upload - Administrative Evaluations

Drop files here or click to upload

**For Tenure Review Only – Use this file upload field to upload all Pre-Tenure Reviews. Only upload pre-tenure feedback from the academic unit committee, academic unit head, college committee, Dean, and Provost (if available). Do not include the entire pre-tenure packet**

File Upload - Pre-Tenure Reviews

Drop files here or click to upload

## Teaching Effectiveness

**Use the text field or file upload field below to include a brief narrative highlighting accomplishments in this area since initial appointment or last promotion.**

\* File Upload - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

Drop files here or click to upload

Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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**Include your Scheduled Teaching Report by uploading it into the drop box.**

To download your Scheduled Teaching Report, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Scheduled Teaching by Faculty" from the list.  Key in the appropriate date range for your tenure or promotion process. Click "Run Report."  The report should save to your Downloads folder on your computer.  Use the file upload field below to upload it to your Workflow portfolio.

\* File Upload - Teaching Load per Semester - Scheduled Teaching Report

Drop files here or click to upload

\* File Upload - Sample Syllabi for courses taught regularly

Drop files here or click to upload

File Upload - Sample of Instructional Materials

    Drop files here or click to upload

Use the file upload field below to include the course evaluation report.  To create this report, save the appropriate range of course evaluations from Survey Dig (via export or screenshot) in a PDF format.

**\*** File Upload - Course Evaluations Report

    Drop files here or click to upload

Course Evaluations - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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File Upload - Teaching Awards

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Teaching Awards - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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**File Upload - Peer Evaluations**

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**Peer Evaluations - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion**

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**File Upload - Innovative Teaching Approaches**

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**Innovative Teaching Approaches - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion**

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# Research and Scholarly Activities

**Use the text field or file upload field below to include a brief narrative highlighting accomplishments in this area since initial appointment or last promotion.**

**\* File Upload - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion**
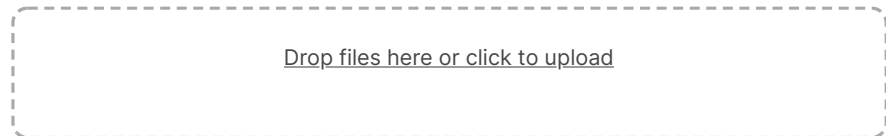
Drop files here or click to upload

Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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**Use this file upload field to upload copies of articles, publications, conference presentations, other scholarly work, and evidence of research awards or grants.**
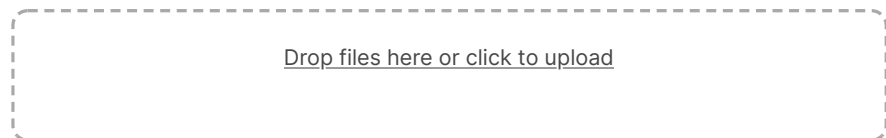
\* File Upload

Drop files here or click to upload

# Service

**Use the text field or file upload field below to include a brief narrative highlighting accomplishments in this area since initial appointment or last promotion.**

\* File Upload - Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

Drop files here or click to upload

Brief narrative highlighting accomplishments in this area since initial appointment or last promotion

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**\*** File Upload - University-Related Service

Drop files here or click to upload

**\*** File Upload - Contributions to the Profession

Drop files here or click to upload

**\*** File Upload - General Community Service Related to Profession

Drop files here or click to upload

## Other Relevant Supporting Documentation

Brief narrative highlighting accomplishments in this area since initial appointment or last promotion
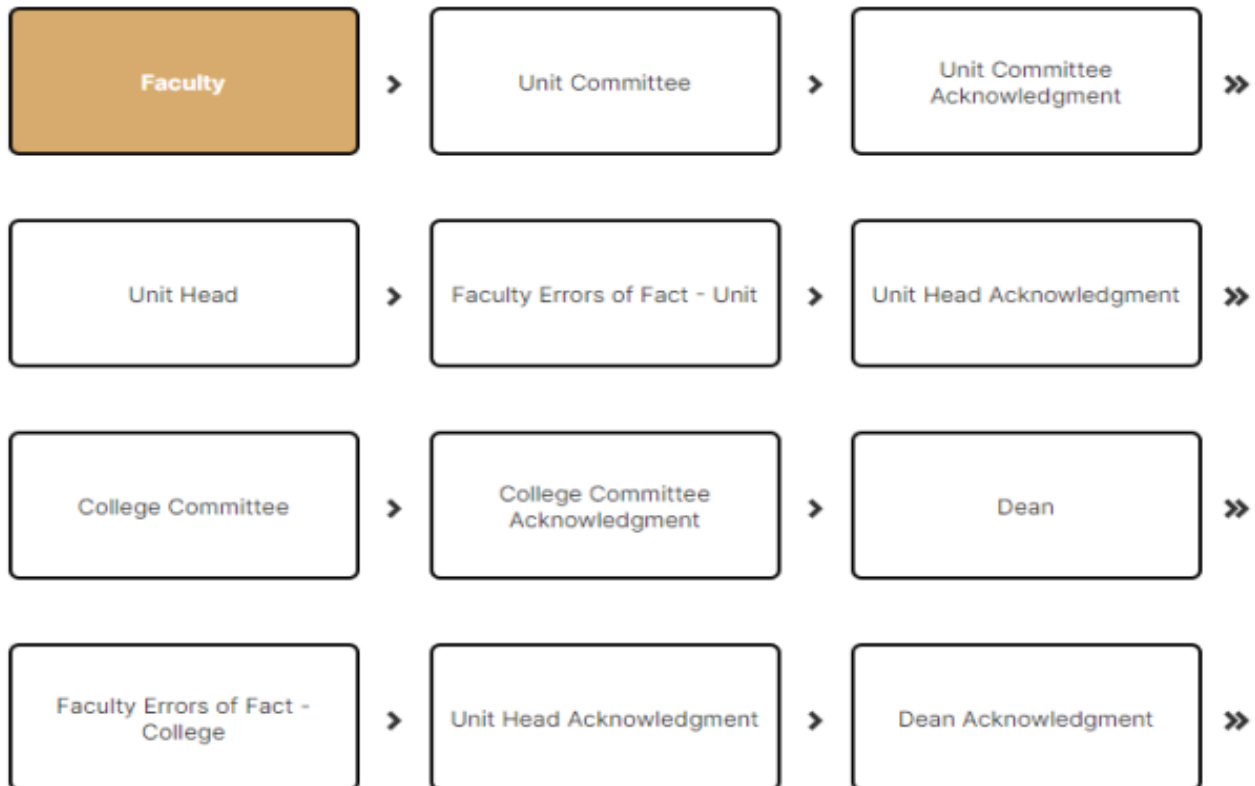
File Upload

Drop files here or click to upload

**Once you have completed all portions of this form and are ready to submit your portfolio for review, click the "Actions" button and select "Submit."**

# Tenure and/or Promotion Due Dates
## College of Business

| College | Notes |
|---|---|
| College of Business | |

| Step | Date Due |
|---|---|
| Faculty Submission | 1-Nov-22 |
| Unit Committee | 8-Nov-22 |
| Unit Committee Acknowledgment | 15-Nov-22 |
| Unit Head | 18-Nov-22 |
| Faculty Errors of Fact - Unit | 2-Dec-22 |
| Unit Head Acknowledgment | 7-Dec-22 |
| College Committee | 18-Jan-23 |
| College Committee Acknowledgment | 25-Jan-23 |
| Dean Review Submission | 3-Feb-23 |
| Faculty Errors of Fact - College | 10-Feb-23 |
| Unit Head Acknowledgment | 14-Feb-23 |
| Dean Acknowledgment | 15-Feb-23 |

Faculty > Unit Committee > Unit Committee Acknowledgment >>

Unit Head > Faculty Errors of Fact - Unit > Unit Head Acknowledgment >>

College Committee > College Committee Acknowledgment > Dean >>

Faculty Errors of Fact - College > Unit Head Acknowledgment > Dean Acknowledgment >>

# Report Date Ranges by Tenure/Promotion Process

The Tenure and Promotion processes in Workflow require some reports to be run in Faculty Success and uploaded to your electronic portfolio.  Every report requires that a date range be entered to run the report.  Use the date range guide below to enter the date range for each report you run, as appropriate for your specific tenure or promotion process.  If you are undergoing two review processes simultaneously, use the date range which encompasses a longer time period.

With questions about your process's report date ranges, please contact the College of Business.

| Report | Date Range (ex: previous 5 academic years, beginning with Fall) | | | |
|---|---|---|---|---|
| | **Pre-Tenure** | **Tenure** | **Promotion to Associate** | **Promotion to Professor** |
| FAR | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |
| Teaching Report (FAR) | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |
| Research/Scholarly/Creative Activities Report (FAR) | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |
| Service Report (FAR) | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |
| CV (if pulled from Faculty Success) | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |
| Scheduled Teaching Report | previous 3 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall | previous 5 academic years, beginning with Fall |