

Required and Requested Documents

Tenure and/or Promotion SFA College of Education

Tenure and/or Promotion - Faculty Candidate Step

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

"Candidates are responsible for preparing and submitting a portfolio that demonstrates how the candidate meets or exceeds the tenure standards. The portfolio must contain all relevant supporting materials, including a table of contents*, current vitae, all annual performance reports, all pre-tenure reviews, all administrative evaluations, all student evaluations while at the university since the candidate's pre-tenure review and other materials required by the academic unit. The candidate may consult with the academic unit head (or dean) in preparation of the portfolio." Policy 7.29

*The electronic tenure/promotion portfolio created through this Workflow does not require a table of contents.

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's are preferred for all file uploads.

Purpose

What is your home academic unit?

* Home Academic Unit

What is the purpose of this review?

Use the drop-down lists below to select the process(es) for which you are requesting review. You must select at least one; you may select up to two.

* Purpose of Review

Purpose of Review (2)

Introductory Material

The purpose of a portfolio narrative is to tell your story. The portfolio narrative should direct the reader toward important aspects of your professional life. The introductory narrative should include but not limited to the following: 1) state the nature of the application and your academic unit, 2) state the initial employment year and critical years of the portfolio, 3) state any exceptions and/or special requests, 4) reference the policies with approval years that are guiding your portfolio, and 4) any other additional information to guide the reader.

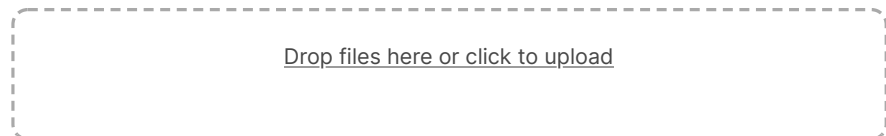
* Narrative



A rich text editor interface. The top part is a toolbar with icons for Bold (B), Italic (I), Underline (U), Paragraph alignment (left, center, right), Bulleted list, Numbered list, Indent, Outdent, Link, and Table. Below the toolbar are three icons: Undo, Redo, and Eraser. The bottom part is a large, empty white text area for writing the narrative.

The Initial Appointment Letter is required for promotion and tenure candidates.

File Upload - Initial Appointment Letter



A dashed rectangular box representing a file upload field. Inside the box, the text "Drop files here or click to upload" is centered.

If you have requested any change to your tenure and/or promotion application date, upload materials here. (Please include faculty request, as well as approval from unit head, dean, & provost.)

File Upload - Exception Documents



A dashed rectangular box representing a file upload field. Inside the box, the text "Drop files here or click to upload" is centered.

Include your Faculty Activity Report by uploading it into the file upload field.

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



A dashed rectangular box representing a file upload field. Inside the box, the text "Drop files here or click to upload" is centered.

* File Upload -Promotion and/or tenure criteria/guidelines for your department

[Drop files here or click to upload](#)

Include your curriculum vitae by uploading it into the file upload field. 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](#)

Use this file upload field to upload hard copies of administrative evaluations.

Please include all administrative reviews appropriate for your review period.

Evaluations completed 2019, 2020, and 2021 are available electronically through Faculty Success.

To download evaluations completed via the Faculty Success Workflow, open Faculty Success in another tab, then click "Workflow" in the purple ribbon at the top of the screen. Click "Tasks" from the drop-down list. Under the History heading, click the arrow next to each archived evaluation package to download. The evaluations should save to your Downloads folder on your computer. Use the file upload field below to upload it to your Workflow portfolio.

Evaluations completed 2018 and before are hard copy reports and must be scanned and uploaded.

* File Upload - Annual Administrative Evaluations - Unit Head

[Drop files here or click to upload](#)

Use this file upload field to upload review documents from your annual Pre-Tenure/Pre-Promotion reviews.

Year 2, 4, and 5 Pre-Tenure/Pre-Promotion Unit Review - Unit Committee and Unit Head

Year 3 Pre-Tenure/Pre-Promotion Review - Unit Committee, Unit Head, College Committee, Dean Reviews

File Upload - Probationary Faculty Review Documents

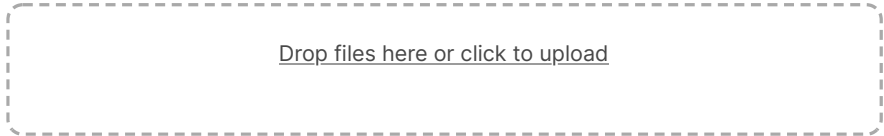
[Drop files here or click to upload](#)



Use this file upload field to upload other unit specific documents required for your tenure or promotion process.

NOTE: Post tenure applicants will upload additional unit level post-tenure documents here.

File Upload - Other Unit Specific Documents



Teaching

Teaching Narrative

The purpose of a teaching narrative is to tell your story related to teaching. The teaching narrative should include items such as but not limited to: 1) state your content discipline and your philosophy of teaching/learning, 2) indicate the courses (preparations) you have been assigned over the years, including modalities, 3) address your expertise in teaching, possibly by using examples, and 4) highlight course evaluations (quantitative) by summary table also providing a range of positive and constructive criticisms from students (qualitative). You should list the evidence provided in this section that meets the criteria for each of your units specific assessment measure/area/section.

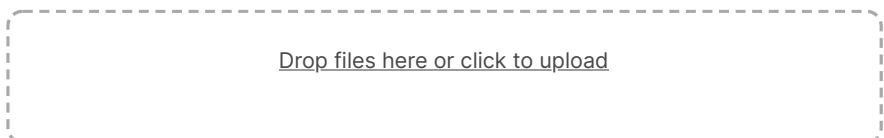
* Teaching Narrative



Include your Teaching Report by uploading it into the file upload field.

To download your Teaching Report, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Teaching 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 - Teaching Report



[Empty dashed box]

File Upload - Sample of Instructional Materials

[Drop files here or click to upload](#)

File Upload - Teaching Artifacts and Exemplars

[Drop files here or click to upload](#)

File Upload - Curriculum Development

[Drop files here or click to upload](#)

File Upload - Collegiality in Teaching

[Drop files here or click to upload](#)

Use this file upload field to upload other unit specific documents required for your tenure or promotion process.

File Upload - Other Unit Specific Documents

[Drop files here or click to upload](#)

Research/Scholarly/Creative Activities

Research/Scholarly/Creative Activities Narrative

The purpose of a research/scholarly/creative activities narrative is to tell your story related to research/scholarship/creative activities. This narrative should include items such as but not limited to: 1) state your focus areas of research/scholarship/creative activities and why those are important to you and/or your field of study, 2) list publications from critical years, 3) list presentations from critical years, 4) list creative activities from critical years, 5) list collaborative research/scholarship/creative activities with students and 5) address your expertise in scholarly work and how it informs your teaching. You should list the evidence provided in this section that meets the criteria for your unit's specific assessment measure/area/section.

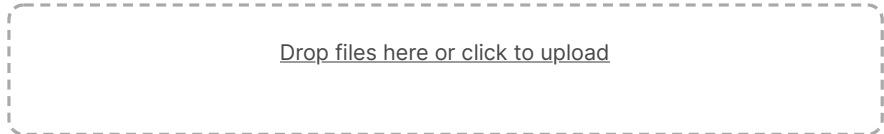
* Research/Scholarly/Creative Activities Narrative



Include your Research/Scholarly/Creative Activities Report by uploading it into the file upload field.

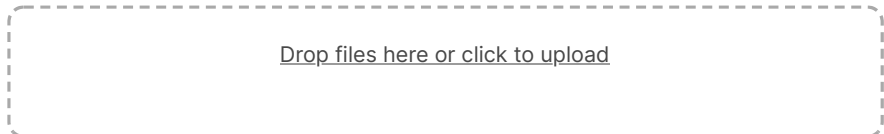
To download your Research/Scholarly/Creative Activities Report, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Research/Scholarly/Creative Activities Report" from the list. Key in the appropriate date range for your tenure or promotion 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 -
Research/Scholarly/Creative
Activities Report

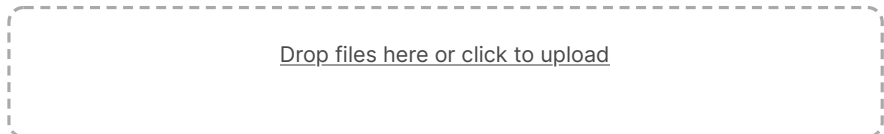


In the File Upload boxes below please add any artifacts that may not have been included in the Faculty Activity Report.

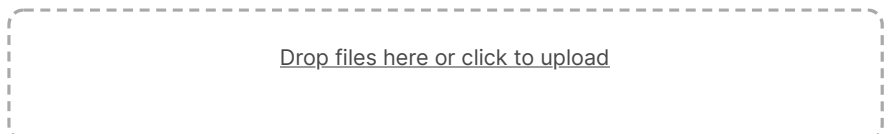
File Upload - Publications



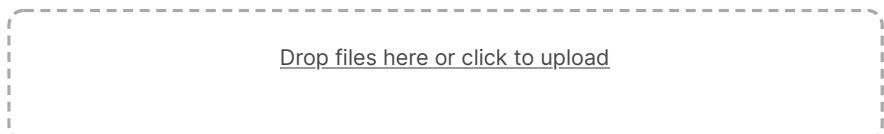
File Upload - Presentations



File Upload - Creative Activities



File Upload - Grants



File Upload - Collegiality in Research/Scholarly/Creative Activities

[Drop files here or click to upload](#)

Use this file upload field to upload other unit specific documents required for your tenure or promotion process.

File Upload - Other Unit Specific Documents

[Drop files here or click to upload](#)

Service

Service Narrative

The purpose of a service narrative is to tell your story related to service. The service narrative should include items such as but not limited to: 1) evidence of professional service activities being mindful of your organization of the various professional activities, 2) differentiating service of committee member versus leadership within the organization, 3) listing and discussing recruitment and retention efforts, and 4) note involvement in accreditation and/or certification efforts. You should list the evidence provided in this section that meets the criteria for each of your units specific assessment measure/area/section.

* Service Narrative



A rich text editor interface for the Service Narrative. The toolbar includes icons for Bold (B), Italic (I), Underline (U), Paragraph alignment (left, center, right), Bulleted list, Numbered list, Indent, Outdent, Link, and Table. Below the toolbar are icons for Undo, Redo, and a text cursor. The main text area is currently empty.

Include your Service Report by uploading it into the file upload field.

To download your Service Report, open Faculty Success in another tab, then click "Reports" in the purple ribbon at the top of the screen. Choose "Service 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 - Service Report

[Drop files here or click to upload](#)

[Empty dashed box]

In the File Upload boxes below please add any artifact that was unable to be included in the Faculty Activity Report.

File Upload - Recruitment/Retention

[Drop files here or click to upload](#)

File Upload - Involvement in Program Accreditation/Certification Efforts

[Drop files here or click to upload](#)

File Upload - Collegiality in Service

[Drop files here or click to upload](#)

Use this file upload field to upload other unit specific documents required for your tenure or promotion process.

File Upload - Other Unit Specific Documents

[Drop files here or click to upload](#)

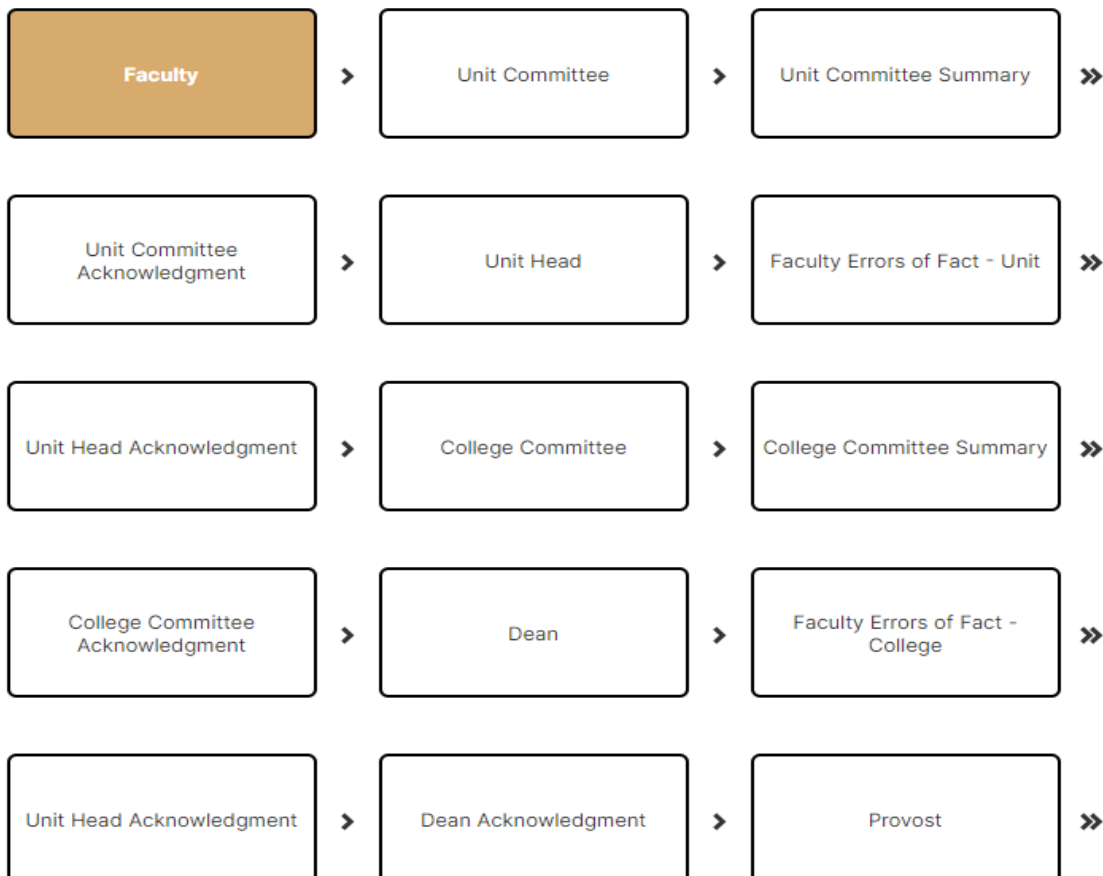
Once you have completed all portions of this form and are ready to submit your portfolio for review, click the "Actions" button and select "Submit."

Tenure and/or Promotion Due Dates

College of Education

College	Notes
College of Education	Launch August 15

Step	Date Due
Faculty Submission	Monday, October 3rd by noon
Unit Committee	Friday, October 14th
Unit Committee Summary	Tuesday, October 18th
Unit Committee Acknowledgment	Thursday, October 20th
Unit Head	Friday, November 4th
Faculty Errors of Fact - Unit	Friday, November 11th
Unit Head Acknowledgment	Tuesday, November 15th
College Committee	Monday, December 5th
College Committee Summary	Wednesday, December 7th
College Committee Acknowledgment	Friday, December 9th
Dean Review Submission	Monday, February 6th
Faculty Errors of Fact - College	Monday, February 13th
Unit Head Acknowledgment	Wednesday, February 15th
Dean Acknowledgment	Friday, February 17th
Final Administrative Steps	TBD - dependent upon Provost deadlines



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 your unit head.

****NOTE:** Dates may vary depending on individual circumstances (COVID exception, request for early submission, etc.)

Report	Date Range (ex: previous 5 academic years, beginning with Fall)				
	Pre-Tenure/Pre-Promotion	Tenure	Promotion to Associate	Promotion to Professor	Post-Tenure
FAR	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor until 9/30/22	Submission date of tenure and/or promotion until 9/30/22
Teaching Report (FAR)	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor until 9/30/22	Submission date of tenure and/or promotion until 9/30/22
Research/Scholarly/Creative Activities Report (FAR)	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor until 9/30/22	Submission date of tenure and/or promotion until 9/30/22
Service Report (FAR)	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor until 9/30/22	Submission date of tenure and/or promotion until 9/30/22
CV (if pulled from Faculty Success)	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor to 9/30/22	Submission date of tenure to 9/30/22
Scheduled Teaching Report	9/1/20 - 9/30/22	9/1/17 - 9/30/22	9/1/17 - 9/30/22	Submission date of associate professor to 9/30/22	Submission date of tenure to 9/30/22