

Required and Requested Documents

Tenure and/or Promotion
SFA College of Liberal and Applied Arts

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.

Cover

Portfolio - Department

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

Introductory Material

File Upload - Initial Appointment
Letter

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

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 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](#)

Narrative

A rich text editor toolbar with the following icons: Bold (B), Italic (I), Underline (U), Paragraph (¶), Bulleted List (•), Numbered List (1), Indent (↵), Outdent (⇵), Undo (↶), Redo (↷), and a grid icon.

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.

File Upload - Administrative Evaluations

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

Teaching Effectiveness

Narrative

A rich text editor toolbar with the following icons: Bold (B), Italic (I), Underline (U), Paragraph (¶), Bulleted List (•), Numbered List (1), Indent (↵), Outdent (⇵), Undo (↶), Redo (↷), and a grid icon.

↶ ↷ ✎

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](#)

Narrative - Course Evaluations

B I U ¶ ▾ ☰ ▾ ☷ ▾ ☷ ▾ ☷ ☷ ☷ ☷ ☷ ☷

↶ ↷ ✎

* File Upload - Course Evaluations Report

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

Scholarship and Creative Activities

Narrative

| | | | | | | | | | | |
|----------|----------|----------|--|--|--|--|--|--|--|--|
| B | <i>I</i> | <u>U</u> | | | | | | | | |
| | | | | | | | | | | |

File Upload

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

Service

Narrative

| | | | | | | | | | | |
|----------|----------|----------|--|--|--|--|--|--|--|--|
| B | <i>I</i> | <u>U</u> | | | | | | | | |
| | | | | | | | | | | |

File Upload

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

Awards

Narrative

| | | | | | | | | | | |
|----------|----------|----------|--|--|--|--|--|--|--|--|
| B | <i>I</i> | <u>U</u> | | | | | | | | |
| | | | | | | | | | | |

File Upload

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

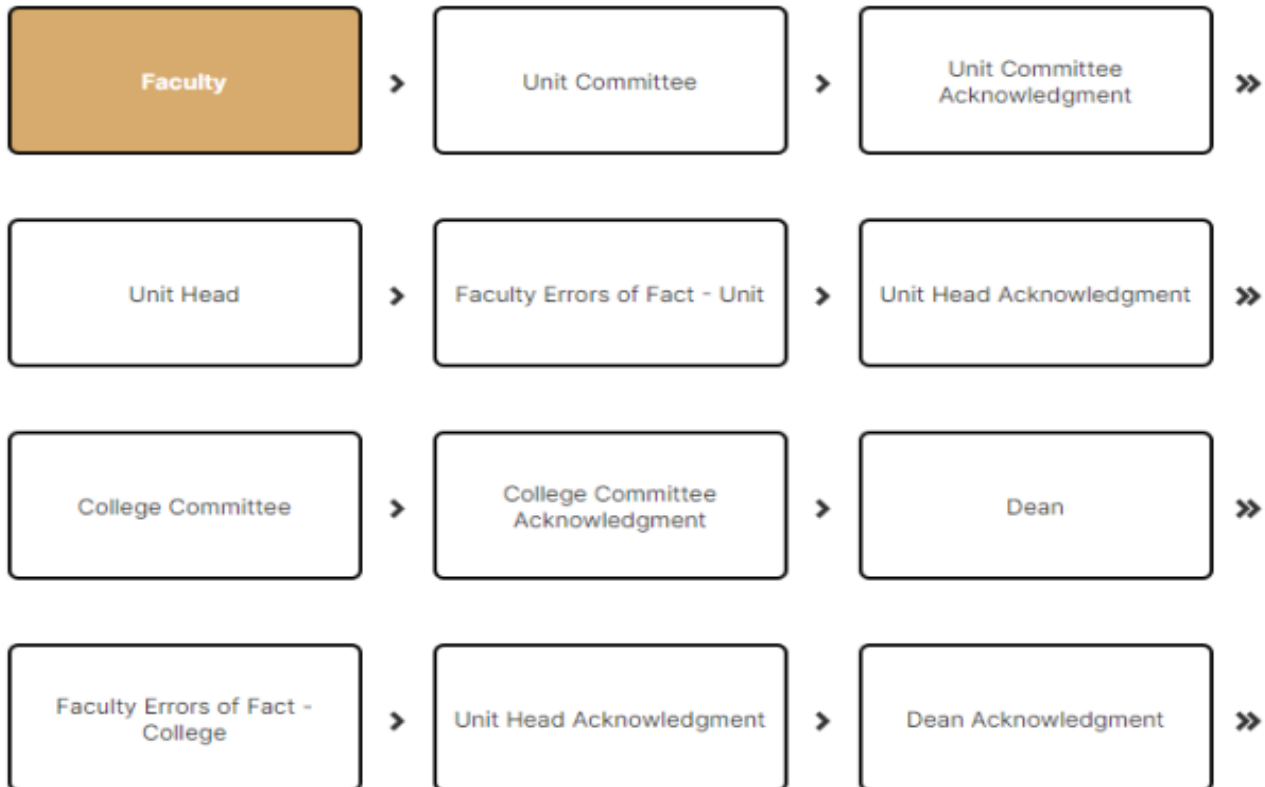
Once you have completed all portions of this form and are ready to submit your portfolio for review, click the "Actions" button and select "Submit."

Tenure and/or Promotion Due Dates

College of Liberal & Applied Arts

| College | Notes |
|-------------------------------------|-------------------------|
| College of Liberal and Applied Arts | Academic Year 2022-2023 |

| Step | Date Due |
|----------------------------------|--|
| Faculty Submission | Wednesday, October 12, 2022 |
| Unit Committee | Wednesday, October 19, 2022 |
| Unit Committee Acknowledgment | Wednesday, October 20, 2022 |
| Unit Head | Tuesday, October 25, 2022 |
| Faculty Errors of Fact - Unit | Wednesday, November 2, 2022 |
| Unit Head Acknowledgment | Wednesday, November 9, 2022 |
| College Committee | Wednesday, December 7, 2022 |
| College Committee Acknowledgment | Thursday, December 8, 2022 |
| Dean Review Submission | Monday, December 12, 2022 |
| Faculty Errors of Fact - College | Wednesday, January 18, 2023 |
| Unit Head Acknowledgment | Tuesday, January 31, 2023 |
| Dean Acknowledgment | Monday, February 13, 2023 |
| 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 the College of Liberal and Applied Arts.

| Report | Date Range (ex: previous 5 academic years, beginning with Fall) | | | | |
|---|--|---|------------------------|----------------------------------|------------------------------------|
| | Pre-Tenure | Tenure | Promotion to Associate | Promotion to Professor | Post-Tenure |
| FAR | 3 years | 5 years (including 3 for pre-tenure) | Same as tenure | All years after tenure/promotion | 5 years following latest promotion |
| Teaching Report (FAR) | 3 years | 5 years | Same as tenure | All years after tenure/promotion | 5 years following latest promotion |
| Research/Scholarly/Creative Activities Report (FAR) | 3 years | 5 years | Same as tenure | All years after tenure/promotion | 5 years following latest promotion |
| Service Report (FAR) | 3 years | 5 years | Same as tenure | All years after tenure/promotion | 5 years following latest promotion |
| CV (if pulled from Faculty Success) | Current to review | Current to review | Same as tenure | Current to review | Current to review |
| Scheduled Teaching Report | 3 years | 5 years | Same as tenure | All years after tenure/promotion | Current to review |