A Brief Guide to the Tenure and Promotion Process   2022-2023

Rules and regulations
https://www.utep.edu/hoop/section-3/academic-policies-and-faculty-personnel-matter.html
(Chapter 4.4)

<u>Process</u>
Timeline
- Candidate initiates request
- External Evaluations
- Department Evaluation
- Department Chair's independent evaluation
- College Committee's evaluation (advisory to Dean)
- Dean
- Provost
- President
- Regents

Deadlines
1. Faculty members seeking discretionary promotion notify Department Chair and Dean by **April 1.**
2. Research dossier (for external review) due by **May 31**.
3. External reference letters requested and confirmed by the department by **June 1.** These letters should be solicited by the department chair as early in the cycle as possible.
4. Complete dossier (for internal review) due by **August 31**.
5. External letters due by **September 1**.
6. Department's evaluation and Department Chair's evaluation due to the Dean by **October 1**.
7. College Committee's recommendation to the Dean due by **November 1**.
8. College Dean's recommendation due to the Provost by **December 1**.
9. New publications added to the dossier (if applicable) by **February 15**.
10. Provost's recommendation to the President due by **April 1**.
11. President's decision due by **June 1**.
12. Regents' decision due by **August 31**.

External Review Process
- List of external reviewers from candidate (no more than 5)
  - —Name, contact information, reason they are experts, and your degree of interaction.
  - —You can identify and exclude not more than one or two known hostile potential reviewers.
- Department list based on suggestions from colleagues and other sources
- External reviewers solicited by Chair
- Materials accessed electronically (or hard copy if reviewer prefers)
- Chair undertakes all contacts
- Unsolicited letters *do not* help

External Reviews
- At least 5 documentable experts in the field; their CVs should be included.
- Their expertise should be readily inferred from their CVs.
- Should be from comparable/R1 institutions.
- *An evaluation* of the contribution you are making; this should NOT be a reference letter.
- NOT dissertation advisor, co-author, research or creative collaborator, or ex-student.
- You might know them, but only professionally. If they are on your CV, they are inappropriate.

Department Evaluation
- Tenured faculty
- Members above or equal to rank to which applicant aspires
- The committee provides one written evaluation summary (about 2-3 pages).
- All members who voted need to sign the evaluation.
- The candidate will be informed whether the overall decision is positive or negative.

Department Chair's Evaluation
- Independent judgment
- Provides an overview of departmental discussion
- Makes evaluation (concurring or not with Department's evaluation)
- Explains choice of external reviewers
    - —Identifies problems in getting reviewer
    - —Identifies how many requests were made
    - —Identifies which were from candidate's list and which from the department

The Chair and department need to make a rational argument.
- What are the "metrics" of a valuable scholar?
- GOOGLE SCHOLAR citations?
- Journal impact factors?
- Book publisher prestige?
- Outside reviews of some sort? Awards?
- National or international recognition of performance?
- The chair and department need to use metrics or evidence to make their argument.

College Committee's Evaluation
- Members from all three College domains
- Reviews all of the applicant's materials and Department's and Chair's evaluations
- Drafts evaluation letter to the dean

Dean's Evaluation
- Dean's letter to the Provost
- Based on all materials in portfolio
- Quality of the contribution to profession
- Scholarship, teaching, and service linked to UTEP mission
- Concurs or does not concur with Department and College Committee evaluations

Portfolio

What is the tenure and promotion portfolio?

- Your opportunity to describe your accomplishments at UTEP.
- Your opportunity to advocate for yourself.
- Your perspective on and interpretation of your scholarship, teaching, and service.
- An explanation of the value of your scholarship, ideally in a well-organized, engaging form with minimal jargon and aimed at a broad audience within the university and incorporating UTEP's mission.

Contents

- General Documents (CV, statements, PAR evaluations, Third Year Review or Post-tenure Review if applicable)
- Research/Scholarship/Creative Activities
- Teaching philosophy and contributions
- Service

All statements should be self-reflective and attend to the UTEP mission

Tenure and Promotion File Structure

Folders 1 and 2 are for internal and external review. Items in **bold** are set format items and **are required**. Items not in bold are optional. There is some room for personalization regarding your professional research and creative work activities. You should organize your subfolders in a way that makes your body of work clear and accessible for reviewers.

For external review. Due May 31.

Folder 1.   Primary documents.
   a. **Curriculum vitae**
   b. **Research statement: summary statement of research, scholarship or creative arts program and philosophy. This should also outline future activities. 2 pages.**

Folder 2.   Scholarship and Creative activities.
   Subfolder 1   **Publications and creative activities**
      Subfolder 1   Peer-reviewed books, articles, and chapters/PowerPoint slides of or links to artwork/recordings
      Subfolder 2   Reprints
   Subfolder 2   **Other scholarly and creative work.**
      Subfolder 1   In press
      Subfolder 2   Under contract
      Subfolder 3   Under review
      Subfolder 4   Grant Proposals
      Subfolder 5   White papers
      Subfolder 6   Other
   Subfolder 3. Relevant evaluative metrics
            Citation counts of scholarly publications
            Professional rankings of journals and publishers
            Impact of scholarly publications

Reviews of scholarly work or creative activities
Statement outlining the relative contributions of co-authored publications
Invited colloquia, presentations or performances
Editorial activities

<u>For internal review only. Due August 31</u>.

Folder 1.   **Primary documents.**
  a. **Curriculum vitae**
  b. **Executive Summary of the faculty member's research/scholarship, teaching, and service (<u>no more than 3 pages</u>). The section on teaching should include a summary of student evaluations and peer observations of teaching.**
  c. **Yearly PAR evaluations.**
  d. **Third Year Review evaluations (if applicable).**
  e. **Post-tenure review evaluations (if applicable).**

Folder 2.   **Scholarship and Creative activities.**
Summary statement of research, scholarship or creative arts program and philosophy. This should also outline future activities. (The statement could be different from what was submitted to external reviewers). 2 pages.

  Subfolder 1   **Publications and creative activities**
  Subfolder 1   Peer-reviewed books, articles, and chapters/PowerPoint slides of or links to artwork/recordings
  Subfolder 2   Reprints
  Subfolder 2   **Other scholarly and creative work.**
  Subfolder 1   In press
  Subfolder 2   Under contract
  Subfolder 3   Under review
  Subfolder 4   Grant Proposals
  Subfolder 5   White papers
  Subfolder 6   Other
  Subfolder 3. Relevant evaluative metrics
  Citation counts of scholarly publications
  Professional rankings of journals and publishers
  Impact of scholarly publications
  Reviews of scholarly work or creative activities
  Statement outlining the relative contributions of co-authored publications
  Invited colloquia, presentations or performances
  Editorial activities

Folder 3.   **Teaching**
         Statement of teaching philosophy and contributions. 2 pages.
            Subfolder 1   **Curriculum contributions** and syllabi. The most recent syllabus for each class needs to be included. One can include previous syllabi if one wants to show evolution of a class.
                        Course development
                        Course improvement
                        Assessment of learning outcomes
            Subfolder 2   **Course Evaluations & Feedback**
                        Overall instructor ratings (SAQs) **(Some people merge all teaching evaluations into one organized document).**
                        Peer evaluations
                        Honors or awards
            Subfolder 3.   **Student supervision** (research or scholarship or creative activities co-authored with students)
                        Presentations co-authored w/students
                        Artistic performances or presentations with students
                        Other student performances & presentations supervised
                        Student success metrics and examples
                        Theses and Dissertations supervised
                        Theses and Dissertations Committee Service
                        Career & professional achievements of supervised students
            Subfolder 4.   Other.

Folder 4   **Service**
         Statement of service philosophy and contributions. 2 pages.
                        Departmental Committees
                        Other Departmental contributions
                        College and University Committees
                        Other College and University Contributions
                        Professional contributions
                        Contributions to the community

Other folders.
Folder 5.   **External Reviewer letters**
                        Letters and external reviewers' CVs. Five are required.
Folder 6.   **Departmental recommendations**
                        Summary vote form (also known as the Recommendation for Tenure and Promotion)
                        Department's evaluation
                        Chair's evaluation
Folder 7.   **College recommendation**
                        College Committee evaluation
                        Dean's evaluation

Things to remember when writing statements
- Recognize the broad audience.
  - —Experts in your domain
  - —University audience
  - —For both audiences, highlight the import and impact of your work.
- Highlight the implications of your work.
  - —Explain new/future directions for your work.
  - —Tell a story of your work. Why would one study this and why should we care?
  - —Simplify and explain.
  - —Provide subheadings to direct the reader.
  - —Be succinct.
- Explain any gaps.
- Avoid jargon.
  - —Expert readers will read the papers where you can show your technical skill.
  - —Non-expert readers will find jargon irritating.
  - —Explain perceived weaknesses and discuss how you've addressed them. One common example is poor teaching evaluations in years 1 and 2. Highlight your improvement to show you are an engaged teacher.
- Edit your statements carefully.

The research/scholarship statement
- Identify the trajectory of your work: some connections are not obvious and need to be described to the reader.
- Identify new directions in your scholarship.
- Some faculty members make two statements: one for their external review, and one for their internal review. This allows them to tailor to experts and interdisciplinary audiences, respectively.

Document quality
- Venues of publication (journals, book publishers, etc.), exhibitions or performances
- Reviews and citations of published work
- Grant applications, funded, pending, and non-funded
- Venues for conference presentations and media requests

Teaching narrative
- What is your teaching philosophy?
  - —How does it influence your teaching?
  - —Can you provide examples?
  - —How have you refined your teaching strategies in response to student feedback?

The teaching narrative should include
- New course development.
- Instructional innovations and assessments.
- Courses taught and how your teaching influences student outcomes.
- How your teaching fosters student achievement.
- All syllabi and student evaluations and peer evaluations, along with some sample exams, assignments, materials, evaluations, etc.

Things people forget
- Student accomplishments: grants and scholarships; grad school entrance; conference presentations.
- Teaching is often in response to departmental needs. That can be highlighted because it shows good citizenship.

Service
- Departmental, university, professional, and community level.
- Professional service is often the most highly valued.

Areas may overlap
- Your scholarship should enhance your teaching and service.
    —Mentoring student research may count as research and teaching.
    —Professional service (editorial boards) can help your scholarship.
- Your teaching should enhance your scholarship.
    —Class projects can be integrated with and inform your scholarship, and your scholarship should enhance your teaching.
    —Many people integrate service with their teaching.

Back up the files and file structure
- Use flash drives to back up your files. Mirror copies of the OneDrive materials on the flash drives, so that the way in which you have organized the files are the same.
- Give Associate Dean a flash drive with mirror copies of the materials on One Drive at each stage (i.e. when you submit your materials for external review and when you submit materials for internal review).

Format
- Use PDF files when possible.
- If you include any links, make sure they work.
- Don't make the titles of One Drive files too long.

Please also consult **The Tenure and Promotion Process—best practices** document.

If you have any questions, concerns or need clarifications, please contact Associate Dean through email, phone call, or in person at any stage of the process.