

College of Fine Arts Promotion and Tenure Presentation Format

Faculty members who are being considered for promotion and tenure should present their materials in two segments: 1) a group of basic documents arranged in a binder as stated below; and 2) additional supporting materials submitted in a separate and clearly organized container.

Basic Documents Binder: Please present in a single binder the basic documents listed below, with each document enclosed in a non-glossy plastic sleeve. Divide the binder into sections using labeled tabs, and in each section mark each page with a footer that includes your name, the section name, and a page number within the section. Footers should appear on all narrative sections, but need not be added to external documents, such as letters of support, or to items like syllabi that may already have page numberings. Please arrange the sections in the following order:

1. SFSC's summative appraisal letter (to be completed and submitted by the SFSC to the CFSC.)
2. Narrative assessing your activities in the categories of teaching, scholarly/creative productivity, and service, addressing their significance to you, your academic goals, and missions of the School, College, and University.
3. Curriculum Vitae, which should list your activities in teaching, scholarly/creative productivity, and service. Please take into consideration the importance of a complete, clear and relevant Curriculum Vitae since it, the annual letters, and the SFSC's summative appraisal are the initial – and usually the only – items requested by the Provost for his review.
 - a. Provide a clear description of dates and venues for all activities.
 - b. Identify the scope of each teaching, scholarly/creative, and service activity according to the following categories: School, College, University, Regional, National, International.
 - c. List items chronologically from the most recent to the earliest throughout the Curriculum Vitae.
4. Annual SFSC Evaluation letters
 - a. For tenure applications include all previous SFSC letters.
 - b. For applications for promotion only, include all SFSC letters since your most recent promotion.
5. Letters of support
 - a. Include a brief narrative explaining who the letter writers are and why they were chosen.
 - b. Notify letter writers that they should expect follow-up calls from the College.

6. Teaching
 - a. Provide a narrative explaining the significance of the documents included and why they were chosen.
 - b. List courses taught, including independent studies, internships, graduate tutorials directed, graduate committees served on, TAs supervised, workshops and master classes presented on and off campus, etc.
 - c. Include in your supporting materials documents that provide evidence of significant activities and accomplishments, which may include summaries of student evaluations, syllabi, teaching workshops attended and/or given, mentoring, teaching awards, external recognition, etc.

7. Scholarly and Creative Productivity
 - a. Provide a narrative explaining how your creative/scholarly work has evolved from time of your employment or your last promotion.
 - b. Include in your supporting materials documents providing evidence of significant activities and accomplishments that are appropriate for the discipline.

8. Service
 - a. Provide a narrative explaining the significance of the documents included here and why you chose them.
 - b. Include in your supporting materials documents that provide evidence of significant activities and accomplishments, such as assignment documents, invitations, and letters of thanks, if available.

May, 2006