

## **Recommended College of Fine Arts and School of Music Promotion and Tenure and Annual Review Format/Content**

Faculty members who are being considered for promotion and tenure should present materials: 1) in a binder as stated below; and 2) additional supporting materials should be submitted separately in an organized manner. Please present the following items in a single binder with each document enclosed in a plastic sleeve. Include a footer on each page (except external documents such as letters of support) with your name, the portfolio section name (i.e., Curriculum Vitae, Internal Letters, etc.) and page number within that section. Divide each section by labeled tabs in the following order.

**Items 2, 3, 6, 7, and 8 are to be a part of annual evaluations. All items are to be included for promotion and/or tenure consideration. Those up for Post Tenure Review should consult current University ASPT documents regarding materials to be submitted.**

1. SFSC's summative appraisal letter. (Completed by the SFSC and submitted to the CFSC.)
2. Narrative assessing your activities in the categories of teaching, research/creativity, and service as to their significance to you, your academic goals, and mission of the School, College, and University.
3. Curriculum Vitae. The faculty member should 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. Items listed chronologically from the most recent to earliest.
  - b. Clear description of dates and venues for all activities.
  - c. Service should be divided in these categories and listed in the following order:
    - i. School
    - ii. College
    - iii. University
    - iv. Regional
    - v. National
    - vi. International
4. Annual SFSC Evaluation letters
  - a. For tenure applications include all previous letters.
  - b. For promotion only include letters since the most recent promotion.
5. Letters of support (if available)
  - a. Brief narrative explaining why the letter writers were chosen.
  - b. Letter writers should expect follow-up calls from the College.
6. Teaching
  - a. Narrative explaining the significance of the following documents and why they were chosen.
  - b. Listing of courses taught including independent studies, internship directions, etc.; graduate committees; TA supervision; etc. (Also include this information in the Curriculum Vitae.)
  - c. Selected documents that provide evidence of significant activities and accomplishments including but not limited to: summaries of student evaluations, selected syllabi, teaching workshops attended and/or given, mentoring, teaching awards, external recognition, etc.
7. Scholarly and Creative Productivity
  - a. Narrative explaining how the faculty member's creative/scholarly work has evolved from time of employment or last promotion.
  - b. Selected documents providing evidence of significant activities and accomplishments that are appropriate for the discipline.
8. Service
  - a. Narrative explaining the significance of the documents and why they were chosen.
  - b. Selected documents that provide evidence of significant activities and accomplishments, such as letters of thanks (if available).

(October 13, 2005)