UMM, Division of Humanities

**Creating & Maintaining Your Promotion & Tenure File**

**(for probationary faculty in years 1 thru 5)[[1]](#footnote-1)**

\*Please note: it is ultimately the faculty member’s responsibility to ensure that his/her Promotion & Tenure file is up-to-date and reflects her/his accomplishments here at UMM. Please give Cindy Poppe any materials in hardcopy in advance of the fall deadline for adding content to files. You can look through your file at any time; it may be easiest to take this to the Humanities Conference room, if not in use.

 Items below that are **in bold type** are to be added by the faculty member; items not in bold type will be added for you.

**Documents to be included in a Standard Tenure File:**

* Criteria and Evaluation Procedures, Division of the Humanities.
* Tenure Record: this includes the annual Probationary Appraisal that will be shared with you by the Division Chair a few weeks following the fall Promotion & Tenure meeting. Be especially mindful of the committee’s comments; if they express concerns, you will want to particularly address them, e.g., in your vita narrative, in the following year. If you have a strong objection to the appraisal you may write a rebuttal, which will then be kept in your file and will be accessible to the Promotion and Tenure Committee the following year.
* **Vita (in Univ. of Minnesota format)**. This must be updated each year. Please strive for consistency, clarity, and accuracy, as it “voices” your achievements to the committee. Also, please refer to the appended “C.V. Criteria &Terminology” list which reflects the Promotion & Tenure committee’s expectations concerning what should or should not appear on a C.V. In general, remember that the C.V. is for *accomplishments*, NOT works in progress. We want to know about the latter, but they are more appropriately discussed in your Vita Narrative (see below). \*EMAIL THIS DOC TO JAYNE HACKER.
* **Vita Narrative** [recommended length: 2-3 pp, single-spaced; please format using the following subheadings, in this order: Teaching & Advising; Research; Service]. The vita narrative gives you the opportunity to highlight and explain your accomplishments from the past academic year, filling in details that can’t be expressed in the vita itself. The narrative should not be a simplistic regurgitation of the vita; rather, it should expand on and clarify your development as a teacher and a scholar/artist/performer. What did you achieve, and how was it received? What didn’t work, and why? What work is in progress? What is further down the road? The narrative must be well-written and well- organized. Avoid a tone that could be perceived as too “whiny,” overly self-critical, or overly self-congratulatory.
* **Statement of Teaching & Advising Philosophy**: this is needed in your file as of your 2nd tenure-track year, according to our Peer Review of Teaching guidelines. Please be sure to include at least a paragraph on your approach to advising (or, you can write this as a separate document if you wish). This statement should be updated every few years to reflect any changes in your pedagogical approaches.
* Student Rating of Teaching Data Summaries (Jayne will make sure that these numbers are put in your file)
* **“SRTs” – Student Rating of Teaching forms** (i.e., your course evaluations)**:** beginning with your 2nd tenure-track year, include the previous year’s SRTs in your file (yes, the entire packet of forms you received, for all courses). In subsequent years you will take out the previous year’s SRTs which you will then keep in your office until your final review year for Promotion & Tenure, at which point you will return all the SRTs to your file.
* **Sample Syllabi, Course Materials:** examples of syllabi for intro-level and upper-level classes are required in the file your 1st tenure-track year; update these in future years to reflect your current teaching practices. Course materials are *required* by year 3, and should be limited to a few choice examples illustrating your pedagogical methods, such as exams, research paper or project guides, coursepacks that are primarily your own work, etc. If you have developed a course website, print out selected pages, and put the url on your C.V.
* Peer Review of Teaching: this file will include reports of two classroom observations that take place in your 2nd and 4th years; these will be added to your file by the Assistant Division Chair. You can have other observations done, for example by a teaching mentor, which you can add to the file. If you have a strong objection to an observation report you can write a rebuttal, which will be kept in this file and then be available for review by the Promotion & Tenure Committee.
* **Publications or other documentation of creative achievement**: this will include publication offprints, letters of acceptance and contracts (for work not yet published or performed), reviews, programs, etc. of work you have done while in the tenure-track position at UMM (or at another institution, if you are bringing in years of credit towards tenure). This is the “physical footprint” of your achievements that will be assessed for the tenure and promotion decision, and should provide evidence for what is listed on your C.V.
* **Work-in-Progress:** this might include an article or composition that you have submitted for consideration and are awaiting a response, or a chapter & table of contents for a book project in progress. But don’t include work in progress that doesn’t reflect your best efforts.
* **Grant Applications & Award Letters**
* Outside Evaluations, Non-Cumulative (for faculty in the creative/performance fields): three or four of what you would consider *significant* performances or exhibitions need to be reviewed as they happen, over the course of your five years prior to the Promotion & Tenure decision. The reviews might take place here in Morris, or in other venues. Please inform the Division Chair weeks in advance of the event you would like to have reviewed, and she will then seek the reviewer and take care of expenses. The reviewer’s report will then be added to your file.
* ***Exceptional* commendations and thank-you notes** (optional) – please be judicious in your inclusion of this type of documentation, whether from professional colleagues, community members, or students.

**\*\*\*Please note: the above list is not intended to be exclusive or exhaustive**; if you have materials that you believe should be included in the tenure file in order to better document your achievements and which don’t relate to any of the above headings, please give them to Cindy Poppe and she will make a new folder.

**Other general advice:**

* avoid discipline-specific jargon or acronyms; non-specialists need to understand your work!
* share drafts of your vita & vita narrative with a tenured colleague in your discipline to get her/his insights and feedback.
* if you are receiving conflicting advice, bring it up to the ADC or the DC.
* familiarize yourself with the Humanities Division’s “Criteria & Evaluation” procedures (the “7.12” document); this is the key guide for how we evaluate your work.
* please ask for assistance with anything you might be struggling with, or that needs further clarification. We are here to help.

**APPENDIX A: *Overview of Peer Review of Teaching Process for Tenure-Track Faculty***

 **[Excerpted from the Humanities Division “Recommendations for Peer Review of Teaching;” the full document can be found at** [**http://www.morris.umn.edu/humanities/resources/**](http://www.morris.umn.edu/humanities/resources/) **under “Peer Review of Teaching]**

The assessments outlined below are to take place during the fall review of probationary faculty by the Tenure and Promotion Committee. The outline presented is based on a standardized scenario; variability will be accommodated due to leaves, etc. As needed, a revised schedule of review will be documented to ensure that the candidate meets the requirements for promotion and tenure.

Year One: syllabi for fall-term courses will be assessed.

Year Two: statement of teaching and advising philosophy will be assessed; two classroom observations will take place.

Year Three: new syllabi and selected course materials will be assessed, and

classroom observation comments from the year two observations will be

reviewed

Year Four: two classroom observations will take place.

Year Five: classroom observation comments will be assessed; and any additional

materials or observations sought by the Tenure and Promotion Committee

will be evaluated.

Year Six (tenure decision):

final peer-review of all aspects of the candidate’s teaching file and record

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**C.V. Terminology & Criteria: Additional Guidelines[[2]](#footnote-2)**

**I. SOME GENERAL GUIDELINES**

* The C.V. should include all of your professional achievements in teaching/research/service, whether achieved while on the faculty at UMM, or elsewhere. But please do not include activities that have not yet occurred (such as having a conference paper accepted, but not yet presented) – with the exception of some instances for scholarly activity, indicated below. Do discuss work in progress in your vita narrative (for Fall review) or annual review narrative (for Spring review).
* The C.V. should not be a laundry list of everything you’ve done; commonplace activities that occur here on campus (such as giving a presentation for another faculty member’s class, or meeting with a prospective student) that are not professionally distinctive should not be included (but can be discussed in a vita narrative or annual review narrative).

**II. RESEARCH/CREATIVE ACTIVITY**

1. **You can include an unpublished work on the C.V. if it meets one of the following conditions:**
* “**In press**” – when the faculty member knows an exact date of publication and has seen proofs (if pertinent).
* “**Forthcoming**” – when the editor has explained that the work will appear in “x” issue or has indicated a projected publication date, meaning that it is accepted & the editor is committed to publishing it. If a faculty member has received a letter of acceptance, then the piece is “forthcoming.” If the faculty member has *not* received a letter of acceptance, then “forthcoming” cannot be listed on the CV. Letters of acceptance should be included in the faculty member’s P & T file.
* **“Under contract”** – when a manuscript has been accepted by a press, and the press/faculty member have entered into a contract. The contract (or relevant pages thereof) should be included in the faculty member’s P & T file.
1. **You should *not* include research/creative work at the following stages on the CV (but you can, and should, discuss in the vita narrative):**
* “**Submitted**” / **“Under Review”** – when a work has been sent to a specific press/venue (however, the work has not yet been accepted).
* **“Work in Progress”** – when a work is still in the draft stage and has not yet been sent to a press/venue. Works in progress should be discussed in the accompanying narrative and *can* be included in the candidate’s file so that the P&T Committee can see how far along the work is.
* **“Revise and Resubmit”** – when a work has been reviewed by an editor/journal and feedback has been sent to the faculty member suggesting that s/he re-submit after making the suggested revisions. Again, this kind of information should be discussed in the accompanying vita narrative, and the work (along with feedback) should be included in the candidate’s file so that the P&T Committee can consider the type of revisions required and the progress of the piece.
1. **Edited Work**

Edited books or special journal issues which involved (at least in part) your own research, and for which you have provided the intellectual framework or other conceptualization, should be considered “research/creative activity.” If, however, your involvement was solely to correct or revise written work, that activity should be listed under “service.” If it was a collaborative effort, you must indicate your role in the work. If you wrote an introduction and/or essay for the edited work, those can be listed separately*.*

1. **Translations**

Translations can be listed under “research/creative activity,” provided that they are for scholarly purposes. If translated work is done for a non-scholarly purpose (such as for a business), it should be listed under “service.”

1. **Local Presentations**

Public presentations that you give on campus or in the local community (such as TAFS or GWSS Series) can be listed at the end of “Research, Scholarship, and Creative Work” under “Local Professional Presentations.”

1. In preparation for your final promotion & tenure review year (usually year 6), there is another set of instructions which details the additional documents that are required in the file. The Division Chair or Assistant Chair will provide the instructions to you in the spring of that year and review what to do. [↑](#footnote-ref-1)
2. These guidelines are the result of discussions of the Humanities Division Promotion & Tenure Committee in Jan. 2014, Nov. 2014, and Feb. 2015, and apply to all faculty members of our division. [↑](#footnote-ref-2)