September 8, 2016

To: Teachers College Department Chairs
    Teachers College Department P&T Committees
    Promotion and Tenure Candidates
    Administrative Coordinators

From: Teachers College P&T Committee Chair

Re: Procedural Instructions for Submitting Promotion and Tenure Materials

The information below details the procedural instructions for submitting promotion and tenure materials for pre-tenure probationary faculty (1st - 6th year), faculty who are being reviewed for a tenure and promotion to Associate Professor (7th year) decision, and those being considered for promotion to Full Professor. Please note: Candidates being considered for both tenure and promotion to Associate should submit only one three-ring tabbed notebook. The language should align with your departmental Promotion and Tenure Document. The notebook for candidates in year Four (4) and seven (7) must be cumulative, including documentation for teaching, scholarship, and service for all preceding years and the current year.

The Teachers College P & T Committee requests that all Departmental P & T Documents, Teachers College Pre-tenure/Tenure/Promotion Recommendation forms (Word document) and vita’s must be submitted electronically to Nikki, nlsherfy@bsu.edu. While the letters to the Provost need to be submitted on departmental letterhead with original signature, the notebooks will need to be delivered to Nikki in TC 1005.

**Pre-tenure Probationary Evaluations (1st through 6th years)**
The College Promotion and Tenure Policy requires all probationary tenure-track faculty to be evaluated annually by the department committee, department chair and dean. In addition, the College P & T Committee reviews materials at the Pre-tenure midpoint review. The midpoint evaluation is in the 4th year of probation for those who started their tenure track with no years awarded toward tenure. See the chart below for a more detailed review schedule.
Candidates being considered for annual progress toward tenure should provide the following items related to their teaching, research/scholarship and service.

1. A professional vita including only the previous tenurable year, October 1st thru September 30th.
2. A comprehensive professional vita.
3. See the Teachers College Promotion and Tenure document section IV, 3.4 for materials to be presented as evidence.

Please note: Pre-tenure candidates who are in their first year of probation are encouraged to submit a teaching, research/scholarship, service plan in lieu of scholarly work samples and teaching evaluations. Please note: In years when the College Promotion and Tenure Committee does not review pre-tenure, candidates and departments forwards only items 1 and 2 from the list above along with the completed Teachers College Pre-tenure/Tenure/Promotion Recommendation form and appropriate Provost letters listed below.

The Department should forward the following credentials for the Dean’s review:

1. A professional vita including only the previous tenurable year, October 1st thru September 30th.
2. A comprehensive professional vita.
3. The completed Teachers College Pre-tenure/Tenure/Promotion Recommendation form--the department committee review and department chair review. This form must indicate satisfactory or unsatisfactory progress toward tenure with documented statements regarding strengths, weaknesses, recommendations and a statement of progress toward tenure.
4. The appropriate letter addressed to the Provost typed exactly like the sample. Please leave out the middle signature section (Approve/Disapprove Committee Recommendation and signature line of the College P&T Chairperson) except for candidates being reviewed by the College P&T Committee in their mid-point evaluation.

Tenure Evaluations (7th year) Candidates eligible for tenure review should provide the following items related to their teaching, research/scholarship and service. Evidence materials must be submitted in one three-ring tabbed notebook.
1. A professional vita including only the previous tenurable year, October 1st thru September 30th.
2. A comprehensive professional vita.
3. See the Teachers College Promotion and Tenure document section IV, 3.4 for materials to be presented as evidence.

Candidates being reviewed in their 7th year should provide the following evidence materials in a three-ring binder.

1. A professional vita including only the previous tenurable year, October 1st thru September 30th.
2. A comprehensive professional vita.
3. A sample of publications from the previous year and the fall semester of the review.
4. A summary of teaching evaluations from the previous year.
5. A summary of service activities from the previous year.
6. Candidates having any specific conditions of employment or cited weakness(es) in previous tenure reviews, must submit a detailed explanation of how the candidate has met or not met the condition(s) and/or cited weakness(es).

The Department should attach to the credentials the following.

1. The completed Teachers College Pre-tenure/Tenure/Promotion Recommendation form--the department committee review and department chair review. This form must indicate a tenure recommendation along with supporting reasons for the decision.
2. The appropriate letter addressed to the Provost typed exactly like the sample.

Promotion Evaluations (Assistant to Associate or Associate to Full Professor)

Candidates who wish to be considered for promotion should provide the following items related to their teaching, research/scholarship and service. Evidence materials must be submitted in one three-ring tabbed notebook.

1. Faculty pursuing promotion from associate to full professor should submit a comprehensive vita along with a separate vita that includes only their scholarly (teaching, research, service) activities since they were last promoted to associate professor. Tenured faculty pursuing promotion from assistant to associate professor should submit a comprehensive vita along with a separate vita that includes only their scholarly (teaching, research, service) activities since they were tenured.

2. See the Teachers College Promotion and Tenure document section IV, 3.4 for materials to be presented as evidence.

3. In addition to items 1-2, those being considered for full professor must submit external letters- see Appendix C of the Teachers College Promotion and Tenure Policy.