

School of the Arts Promotion and Tenure Review

Advice for DEPARTMENT CHAIRS

This document is prepared by the School of the Arts Promotion and Tenure Committee and is designed to assist department chairs in the preparation and review of all documents required to complete their part of the promotion, or promotion and tenure review process for a candidate in the School of the Arts. This document supplements the appropriate Faculty Promotion and Tenure Policies and Procedures document for the candidate's department, the School of the Arts and the University.

A. Checklist for Department Chair

The Department Chair should:

1. ___ Maintain confidentiality concerning review activities.
2. ___ Upon hiring, direct a new faculty member to the appropriate website for access to the following important documents:
 - The department's *Faculty Promotion and Tenure Policies and Procedures*
 - *School of the Arts Faculty Promotion and Tenure Policies and Procedures*
 - *University Faculty Promotion and Tenure Policies and Procedures*
 - *Advice for Candidates*
 - School of the Arts templates and forms
3. ___ Advise the faculty member to begin digital documentation of all activities.
4. ___ Inform new hires of procedures and timelines for annual work plans, annual reports, annual performance reviews and third-year reviews.
5. ___ Notify faculty of eligibility for promotion and/or tenure. (see annual promotion and tenure timeline distributed by the Dean's Office.)
6. ___ Advise the candidate on the feasibility of seeking promotion.
7. ___ Advise the candidate in the preparation of materials for submission to the peer review committee (PRC).
8. ___ Review the promotion and tenure timeline with the candidate, noting the dates that are relevant to the candidate.
9. ___ Read and follow all department, school, and university *Faculty Promotion and Tenure Policies and Procedures*.
10. ___ Meet with the candidate to review university, school and department *Faculty Promotion and Tenure Policies and Procedures*.
11. ___ Appoint a peer review committee (PRC) and designate a PRC chair who has experience with promotion and tenure. Verify the committee selection and chair designation in writing to the candidate and all committee members.
12. ___ Charge the peer review committee according to the appropriate published timeline.

13. ___ Confirm that the candidate's materials have been uploaded to the appropriate Google Drive site.
14. ___ Confirm that the PRC Committee's materials have been uploaded to the appropriate Google Drive site. Review the materials for completeness. If incomplete, return the materials to the Peer Review Committee for amendments or completion.
15. ___ Review and evaluate the promotion and tenure materials and write an independent report based on the findings, avoiding redundancy with the PRC report.
16. ___ Upload the department chair report by the date listed in the P&T timeline and check the candidate's Google Drive site for all items in section C. Submission Materials, below.
17. ___ Maintain a record of all correspondence regarding promotion and tenure with the candidate and with members of the SOTA Promotion and Tenure Committee. Verify all verbal communication in writing.

B. General Advice for Department Chair

1. Introduction

The department chair reviews and evaluates the candidate's materials and the materials generated by the PRC and provides an independent assessment of the candidate for promotion and/or tenure, avoiding redundancy from the Peer Review Committee's Report. Because the department chair has reviewed the candidate annually during the candidate's probationary period (or has access to those reviews) and has mentored the candidate through the probationary period, the chair can offer unique insights into the candidate's performance, growth and trajectory in the areas of research, teaching and service. The chair's report is an important and unique component in the review process.

Prior to charging the PRC, the department chair serves as the primary contact for the candidate, the peer review committee, and the dean. After charging the PRC, the chair of the Peer Review Committee serves as the primary contact for the candidate in communications with the department chair, the SOTA Promotion and Tenure Committee and the dean's office.

2. Organization

The chair should follow the sequence and headings below when writing the review of the candidate:

1. SOTA P&T Cover Sheet (with department chair's ratings and recommendations added to the PRC's SOTA P&T cover sheet)
2. Introduction
3. Description of the external evaluators whose names are omitted and instead are referred to by the number designations used in the PRC final report.
4. Appropriate Credentials and Experience
5. Continuing Scholarship and Professional Growth
6. Teaching
7. Service
8. National Recognition (required for promotion to professor)
9. Summary and Recommendation for or against Promotion and/or Tenure

3. Evaluation

The chair's evaluation should be thorough and balanced, and account for the relevant positive and negative aspects of the candidate's accomplishments. The chair should thoroughly review

the candidate materials. The department chair should cite the external evaluations in the areas of continuing scholarship and professional growth and service. The chair may choose to add information about the candidate from work plans, year-end evaluations, annual reports, the third-year review, personal observations, and other available sources. The department chair can speak uniquely about the alignment of the candidate's activities with the annual department work plan and the needs and mission of the department.

The School of the Arts Promotion and Tenure Committee will evaluate the chair's report for objectivity, thoroughness, and completeness. If the report lacks these attributes, the SOTA P&T Committee will likely return the report to the department chair for revision.

4. Ratings, recommendations and summary

The department chair's recommendations must be consistent with departmental, school, and university Faculty Promotion and Tenure Policies and Procedures. The ratings and recommendations in each area and in the summary paragraph should reiterate the requirements for promotion and tenure in the department for the rank under review. They should state whether or not the candidate meets the requirements. The ratings and recommendations should be consistent with the review and evaluation in each area. The documentation in the department chair's report must support the explicit rating in each area and the overall recommendations. The chair must provide justification if the chair's recommendation is different from the peer review committee's recommendation. The chair must sign the report on the final numbered page. The chair must record explicit ratings and recommendations on the SOTA P&T cover sheet.

C. Submission Materials

The submission materials below reflect content prepared and uploaded by the candidate, the peer review committee and added to by the department chair. Review the following lists to make certain that all documents are present in the candidate, PRC and department chair sections of the candidate's Google Drive site.

Materials uploaded by the department chair

- SOTA P&T Cover Sheet (PRC) with department chair's ratings and recommendation added
- Department Chair's Report

Materials uploaded by the PRC chair

- SOTA P&T Cover Sheet
- Peer Review Committee Report
- Approved minutes of all Peer Review Committee meetings
- External Evaluators' signed letters. (Electronic signatures are permitted.)
- Each external evaluator's CV or professional biography
- Sample letters and/or evaluation forms sent out to elicit assessment of the candidate (external evaluators, students, university peers, professional associates, alumnae, alumni, and others)
- Responses to the letters and forms
- Student evaluation tabulation forms
- Student evaluations for each semester of teaching
- Candidate's revised CV (if applicable)
- Other relevant review information

Materials uploaded by the candidate

- Candidate's CV
- Candidate's support materials

D. Report Naming Convention

All reports to be submitted in both .docx and .pdf formats.

The naming convention of each report should follow this structure:

- Candidate Last name _ External Evaluator # Letter (.doc or .pdf)
- Candidate Last name _ Peer Review Committee Report (.doc & .pdf)
- Candidate Last name _ Department Chair Letter (.doc & .pdf)
- Candidate Last name _ School of the Arts Committee Report (.doc & .pdf)
- Candidate Last name _ Dean Recommendation (.doc & .pdf)

E. Screen Shot: Main page, Candidate's Google Drive Site

The screenshot displays the Google Drive interface. At the top left is the Drive logo. A search bar contains the text 'Search in Drive'. Below the search bar, the breadcrumb path reads 'Shared with me > Candidate NAME - Template'. The main content area shows a list of folders under the heading 'Name ↑'. The folders are numbered 1 through 6:

1. P&T Policies, Advice Documents & Forms
2. Candidate Materials
3. Peer Review Committee Report and Materials
4. Department Chair/ Director Letter & Cover Sheet
5. School of the Arts P&T Reports & Cover Sheet
6. School of the Arts Dean Letter & Cover Sheet

On the left sidebar, there are navigation options: 'New', 'Priority', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage'. At the bottom of the sidebar, it indicates '764.5 GB used'.