School of the Arts Promotion and Tenure Review

Advice for P&T Candidates

This document is prepared by the School of the Arts Promotion and Tenure Committee and is designed to assist candidates in the collection, preparation and review of all documents required to complete their part of the promotion, or promotion and tenure review process 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 Candidates for Promotion and/or Tenure

The candidate should:

1. ____ Upon hiring, request appropriate promotion and tenure documents from the department chair. These should include but not be limited to the following:
   • *Department Faculty Policies and Procedures for Promotion and Tenure*
   • *School of the Arts Faculty Promotion and Tenure Policies and Procedures*
   • *University Faculty Promotion and Tenure Policies and Procedures*
   • *Advice for Promotion and Tenure Candidates*
   • School of the Arts templates and forms

2. ___ Understand the procedures, timeline and expectations for annual work plans, annual reports, annual performance reviews and third-year reviews.

3. ___ Obtain the promotion and tenure timeline from the department chair or appropriate administrator.

4. ___ Receive a notification letter from the dean's office of the upcoming penultimate year of the probationary period.

5. ___ Notify the department chair or appropriate administrator of intention to apply for promotion and/or tenure.

6. ___ Meet with department chair to receive advice, policies and procedures for the preparation of promotion and tenure materials. Review deadlines for external evaluators' materials.

7. ___ Prepare materials for external evaluators.

8. ___ Approve or comment upon or challenge peer review committee appointed by department chair or appropriate administrator.

9. ___ Provide a list of potential external evaluators for peer review committee.

10. __ Review the list of external evaluators generated by peer review committee.

11. __ Submit required materials to the department chair who makes them available to the peer review committee.

12. ___ Interview with the peer review committee (if required or requested).

13. ___ Review candidate file (usually in January) prepared by peer review committee, department chair, SOTA P&T committee and dean. Provide comments regarding any misstatements or disputed information. If recommendations are against promotion and tenure, candidate may prepare a statement for the file.

B. **General Advice for Candidate**

The candidate should be familiar with and abide by the university, school and department *Faculty Promotion and Tenure Policy and Procedures*. It is important to produce all of the required documentation within the promotion and tenure timeline.

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.

1. Candidate materials
   If not already begun, the candidate should start the digital file of materials soon after hiring. The candidate should maintain contact information for those who can attest to accomplishments listed in the curriculum vitae (cv). The candidate should maintain copies of all teaching evaluations, letters of commendation, annual reviews, conference and convention schedules, exhibition catalogs, programs, publications, grant applications, articles, reviews, news clips, email correspondences and other supportive materials relating to continuing scholarship and professional growth, teaching, and service.

   The candidate should format and organize annual work plans and annual reports to align with the requirements of the university, school and department Faculty Promotion and Tenure Policies and Procedures. The candidate should prepare all materials in a digital format. It is wise to scan and archive materials and update the cv semi-annually.

   Often reviewers of the candidate materials are not familiar with the content. The candidate should document and organize materials so that reviewers who are unfamiliar with the candidate's discipline or accomplishments will fully understand the materials. The candidate should avoid discipline-specific jargon that may be confusing to colleagues in other disciplines. Save files of all support documentation before submitting materials.

2. Presentation
   The organization and sequence of support documentation should parallel the information in the cv. Clear labeling and collation of the cv provide greater legibility and facilitate the review. The candidate should ask questions of the department chair or of the appropriate department representative on the SOTA Promotion and Tenure Committee concerning the preparation and presentation of materials.

3. Curriculum Vitae (cv)
   The candidate should organize the cv according to the recommended format in the

School of the Arts Faculty Policies and Procedures for Promotion and Tenure. The cv is the foundation of the candidate materials. Documentation of every entry in the cv should be easy to find, clear, and readily verifiable. The candidate should seek advice while preparing the cv (e.g., from the Chair, recently tenured colleagues, or the department representative to the SOTA P&T Committee).

Double listing items in the cv is not appropriate. Double listing involves listing the same activity in two or more areas of the cv. For example, if the candidate completes a pro bono painting for the offices of the College Art Association, he/she may not list the painting as both scholarship and service. He/she should choose the most appropriate area for each entry. The cv must be thorough, consistent and well organized.

The candidate may use annotations in the cv to clarify and/or amplify the scope, specifics, and significance of items in each area. Annotations should be brief and concise.

4. <u>List of contact people</u>
   The candidate provides the names of people who can speak to his/her role and involvement for each item on the cv. The list of names should include title, current addresses and e-mails.

5. <u>Personal statement(s)</u> (optional but recommended)
   The personal statement provides the candidate an opportunity to clarify and supplement the cv with additional information regarding, continuing scholarship and professional growth, teaching (and/or teaching philosophy) and service efforts.

6. <u>List of suggested external evaluators</u>
   The candidate prepares a list of external evaluators, along with a brief paragraph describing each potential external evaluator's reputation in the discipline, relationship to the candidate and qualifications. The list should include the person's name, title, and appropriate contact information. The candidate should not contact any of the evaluators before or during the review process. External evaluators should not be close colleagues or business associates of the candidate.

   Each external evaluator should be an academic and/or professional who has a distinguished reputation in the candidate's discipline or is an expert in specific areas identified in the candidate's cv. National reputations of evaluators add credibility to their reviews. External evaluators will review the candidate's accomplishments in the areas of Continuing Scholarship and Professional Growth and in Service.

7. <u>Review material for external evaluators</u>
   The review materials, prepared by the candidate for the external evaluators, include a cv and support materials in the areas of Continuing Scholarship and Professional Growth and Service. While candidates must upload all review materials into the Google Drive site created by the School, digital documents for external reviewers may reside in any location and be sent in any format the candidate wishes, so long as the documents are readily accessible.

8. <u>Verification of licensure, certification, or registration</u>
   The candidate may submit copies of actual certificates or a letter from a recognized agency to verify licensure, certification or registration.

9. Verification of post doctoral training or special experience
    The candidate may submit copies of actual certificates or a letter from a recognized agency to verify post-doctoral training or special experiences.

10. Work plans, annual reviews and third year reviews
    Work plans, annual evaluations and third-year reviews provide a summary of the candidate's goals, objectives, responsibilities, efforts and accomplishments. The candidate must include these in his/her materials. Any missing years should have a letter from the chair or dean that explains the omission.

11. Examples of Teaching
    The candidate's documentation includes teaching responsibilities, thesis committee membership, dissertation committee membership and new courses developed and taught. The documentation should include materials for all courses taught, beginning with initial employment at VCU or since the last promotion. The course documentation may include course outlines, course summaries, tests, project statements, evaluation processes, images of student work and student research projects.

    The candidate should label student work with student name, class, title and project. The candidate also maintains a record of course development and refinement, information on course enhancements (such as field trips, guest lecturers, etc.) and any other additional material. Include letters from students, alumni and colleagues to complement the quantitative material.

12. Examples of Continuing Scholarship and Professional Growth
    Continuing Scholarship and Professional Growth includes awards, fellowships, grants and honors; significant creative or scholarly achievements by the candidate, such as articles, books, exhibitions and performances; writings about the candidate, such as articles and exhibition catalogues; and education toward professional growth. The candidate should include examples that support a pattern of continuous research and/or creative productivity.

    All materials should include documentation, descriptions, labels and dates. Related research should be cross-referenced so that reviewers can best understand the continuity of the candidate's research. The candidate should include materials authored by the candidate and materials written about the candidate such as reviews and articles. The candidate should sequence and collate all materials with the cv. Letters that verify the candidate's role in the items listed, facilitate the review.

13. Examples of Service
    Service includes membership and offices held in honorary and professional societies and organizations, committee service at VCU or like institutions, administrative appointments/experience and other relevant service. The candidate must document all service activities both inside and outside VCU and collate any support materials with the cv.

    For activities related to membership or offices held in professional organizations, the candidate should include documentation of activities such as special projects, presentations, authorships, reviews and conference coordination. For activities

associated with VCU, the candidate provides contact information for a person who can verify and comment upon the candidate's involvement in those activities.

C.   Submission Materials for Candidate

The checklist below provides the sequence of materials required for promotion and/or tenure

1. ___ cv (see *SOTA Faculty Policies and Procedures for Promotion and Tenure* for cv format)

2. ___ Personal statement (see department Faculty Policies and Procedures for Promotion and Tenure)

3. ___ Annotated addendum (optional)

4. ___ List of contact people (students, alumni, professionals, etc.) for each item in the cv

5. ___ List of suggested external evaluators

6. ___ Materials for all external evaluators

7. ___ Documentation of licensure, certification, or registration

8. ___ Documentation of any post-doctoral training or special experience

9. ___ Individualized work plans and year-end evaluations

10. __ Examples of Continuing Scholarship and Professional Growth
•Documentation of any awards, fellowships, grants or honors
•Documentation of significant creative or scholarly achievements
•Bibliography
•Letters documenting activities and involvement
•Reviews of the candidate's work

11. __ Examples of Teaching
•Course documentation
•Student work, including thesis and/or dissertation material, images
•Documentation of student awards and grants
•Letters from students, alumni and colleagues

12. __ Examples of Service
•Memberships and offices held in scientific, honorary and professional societies and organizations
•Other relevant service
•Special projects
•Letters documenting activities and involvement, such as in presentations, workshops, seminars and service outside VCU

13. __ Personal interview (required by some departments, refer to your department's Faculty Promotion and Tenure Policy and Procedures)

D. Screen Shots: Main Page for the Candidate's Google Drive Site