

**B.**

**Promotion Application Packet for Teaching Faculty**

## General Instructions for Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

### Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15<sup>th</sup> (or the next regular business day, if applicable), submit a "Letter of Intent" to apply for promotion and/or tenure to your department/unit Head; also, send a copy of that letter to your academic Dean; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15<sup>th</sup> (or the next regular business day, if applicable), submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to your department/unit Head. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Head.
4. No later than October 22<sup>nd</sup> (or the next regular business day, if applicable), your Formal Portfolio should have been received by your academic Dean. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean.
5. No later than November 22<sup>nd</sup> (or the next regular business day, if applicable), your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

### The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the departmental/unit promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to [www.gram.edu](http://www.gram.edu) and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

### The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head, and Dean; Teaching Evaluations (by Students) or, for library faculty, Library Instruction Evaluations; Professional Work Experience; University Service Experience; and Community/Social Service Experience) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of the Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Head's office; the Supporting Documentation file shall remain in the Head's office or in a secure place to be specified by the Head.

3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).
4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

### **Supporting Documentation**

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Teaching Excellence, Advisement, Counseling, and Other Student-Impact Activities" subsection.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the department/unit's promotion and tenure review committees rather than deans, the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process at and beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the department/unit Head's office (or in a secure place specified by the Head) until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

### **Final Advice**

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that teaching and research are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not obviously in your current teaching field/academic department, be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes in that field (note: this is generally problematic only for interdisciplinary or multidisciplinary academic areas). Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the department/unit Head (after consultation with departmental faculty) and Dean that acknowledges the appropriateness of the degree to the needs and missions of the Department/Unit and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

**Application for Promotion in Rank  
Grambling State University**

(To be completed by applicant; attach additional pages if necessary)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
           First                    Middle                    Last

Department/Unit: \_\_\_\_\_ College/School: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Years in Present Rank: \_\_\_\_ Rank Requested: \_\_\_\_\_

Primary Teaching Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less)*  
 (Identify by catalog number and title those courses routinely taught). [Use additional pages if necessary.]


Academic Preparation (Begin with most recently earned degree). [Use additional pages if necessary.]

Degree	Academic Discipline	Major Area(s) of Study	Institution	Year

Full-Time College-Level Teaching Experience (Do not include summer, overload, adjunct, or graduate assistant teaching). [Use additional pages if necessary.]

Rank	Academic Discipline, Department, or Program	Institution	Month/Year Employment Began	Month/Year Employment Ended	No. of Years at Institution

Other Related Full-Time Professional Experience (Non-college level teaching should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities Within Last 5 Years or since date of last promotion (whichever is less). Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]


Publications, Presentations at Professional Meetings, and Other Academically or Artistically Relevant Creative Efforts Within Last 5 Years or since date of last promotion (whichever is less). [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Promotion Portfolio. Use additional pages if necessary.]


Professional Meetings, Workshops, and Other Activities Attended *Within Last 5 Years or since date of last promotion (whichever is less)*. Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies *Within Last 5 Years or since date of last promotion (whichever is less)*. Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less)*. [Use additional pages if necessary.]

Level of Service (Departmental, College/School, University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Social Service and Community Involvement Activities *Within Last 5 Years or since date of last promotion (whichever is less).*  
 [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know.

Further Instructions: Submit this completed application along with the Formal Promotion Portfolio and Supporting Documentation to the department/unit Head by the deadline date published in the Faculty Handbook. The Head shall make copies of this application, distribute one to each member of the department/unit's Promotion Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Promotion Portfolio, and Supporting Documentation, are complete and accurate.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

## **Instructions to Department/Unit Head Regarding Faculty Member's Application for Promotion in Rank**

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Promotion, compose a Departmental Promotion Review Committee. The Committee is to be composed of all faculty members (regardless of tenure status) who are at or above the rank to which the applicant is applying. In the event that there are no faculty members in the department/unit at or above the rank to which the applicant is applying, the Departmental Review Committee shall consist of tenured and non-tenured faculty members holding the same academic rank as the applicant. Should neither of these be possible, the Departmental Promotion Review Committee shall consist of all tenured faculty irrespective of academic rank. In the rare event that none of the preceding is possible, the Departmental Promotion Review Committee shall consist of all tenure-track, full-time faculty who have been employed within the department for at least the preceding two (2) years. Composition of the Departmental Promotion Review Committee may vary with different applicants.
2. By September 15<sup>th</sup> (or the next regular business day, if applicable), the Head shall have received a faculty member's Letter of Intent to Apply for Promotion; immediately thereafter, the Head shall notify members of the Promotion Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Departmental Promotion Review Committee."
3. By October 15<sup>th</sup> (or the next regular business day, if applicable), the faculty member seeking promotion must have submitted his/her (1) Formal Promotion Portfolio (including Application) and (2) Supporting Documentation to the Head. The Head shall send each member of the Departmental Promotion Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Promotion Materials" and the "Peer Evaluation of Applicant for Promotion in Rank." These materials shall be made available to committee members only in a secured location (e.g., the Head's office).
4. Immediately after receiving the Formal Promotion Portfolio (which includes the application) and Supporting Documentation, the Head shall acknowledge in writing to the applicant that the promotion-related materials were received in a timely fashion.
5. By October 22<sup>nd</sup> (or the next regular business day, if applicable), the Head shall conduct his own evaluation (utilizing the attached form, "Department Head's Evaluation of Applicant for Promotion in Rank"), collect the evaluations/recommendations of the Promotion Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Promotion Portfolio to the Dean. Any Supporting Documentation is to be kept in a secure place (e.g., the Head's office) and returned to the applicant after a final decision on promotion has been reached by the President of the University and the University of Louisiana System Board of Supervisors.



**Memorandum—Composition of Departmental Promotion Review Committee**

To: Members of the Departmental Promotion Review Committee for \_\_\_\_\_  
Applicant's Name

From: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Re: EVALUATION OF APPLICANT FOR PROMOTION IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Promotion in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Departmental Promotion Review Committee for this applicant.

Please thoroughly review the requirements for promotion as outlined in the Faculty Handbook.

As soon as I receive the Formal Promotion Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her classroom teaching if you are not already intimately familiar with it.

Thank you for your cooperation.

**Memorandum—Availability for Review of Promotion Materials**

To: Members of the Departmental Promotion Review Committee for \_\_\_\_\_  
Applicant's Name

From: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Re: EVALUATION OF APPLICANT'S PROMOTION PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Promotion Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Promotion to this memorandum as well as a Peer Evaluation for Promotion form. As I must forward these materials to the Dean by the October 22<sup>nd</sup> deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

## PEER EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Before completing this evaluation and recommendation, please review the relevant sections on promotion in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for promotion? Yes No Questionable  
If "No" or "Questionable", please comment:

2. Does the applicant meet or exceed the years of experience (full-time collegiate-level teaching and/or "other" related) to satisfy the requirements for this promotion? Yes No Questionable  
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during the last 5 years or since date of last promotion (whichever is less) in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's <b>Academic Training and Teaching Effectiveness</b> are exceptionally good.					
The Applicant's <b>Research, Publications, Professional Activities, and Creative Efforts</b> are exceptionally good.					
The Applicant's <b>Service to the University, College, Department, and Students</b> is exceptionally good.					
The Applicant's <b>Social Service and Community Involvement</b> is exceptionally good.					
The Applicant <b>clearly deserves promotion to the next academic rank.</b>					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

\_\_\_\_\_  
 Signature of Evaluator Date

**DEPARTMENT HEAD'S EVALUATION OF APPLICANT FOR  
PROMOTION IN RANK**

Applicant's Name: \_\_\_\_\_ Rank Sought: \_\_\_\_\_

1. List by name and rank, all members in the Department who are at or above the rank to which the applicant seeks promotion. [Use additional pages if necessary.]

Name	Rank			Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of promotion in rank? Yes    No  
If "No", please explain:
3. Do you personally attest that the applicant's academic credentials are appropriate for this promotion? Yes    No    Questionable  
If "No" or "Questionable", please explain:
4. Does the applicant meet or exceed the years of experience (full-time collegiate-level teaching)? Yes    No    Questionable  
If "No" or "Questionable", please explain in detail  
 what other Professional experience is being used to qualify the applicant for promotion.

5. Please evaluate the applicant's overall performance during the last *5 years or since date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's <b>Academic Training and Teaching Effectiveness</b> are exceptionally good.					
The Applicant's <b>Research, Publications, Professional Activities, and Creative Efforts</b> are exceptionally good.					
The Applicant's <b>Service to the University, College, Department, and Students</b> is exceptionally good.					
The Applicant's <b>Social Service and Community Involvement</b> is exceptionally good.					
The Applicant <b>clearly deserves promotion to the next academic rank.</b>					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in your Department; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to your Department, its operations, its faculty, and its students. [Use additional pages if necessary.]

The average of the scores submitted by the Department/Unit Review Committee is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Department/Unit Head

\_\_\_\_\_  
Date

## **Instructions to Dean Regarding**

### **Faculty Member's Application for Promotion in Rank**

1. By September 15<sup>th</sup> (or the next regular business day, if applicable), the Dean shall have received a copy of a faculty member's Letter of Intent to Apply for Promotion.
2. By October 22<sup>nd</sup> (or the next regular business day, if applicable), the Formal Promotion Portfolio shall have been delivered to the Dean; immediately notify the applicant in writing upon the timely receipt of those materials.
3. Between October 22<sup>nd</sup> and November 21<sup>st</sup>, please review the application and accompanying documents, complete the "Dean's Evaluation of Applicant for Promotion in Rank" form, and add it to the appropriate Portfolio in Section IV. At your discretion, you may seek the advice, counsel, and recommendations of faculty from your college/school in assisting you in the evaluation and decision-making process.
4. By November 22, submit the Formal Promotion Portfolio to the Office of the Vice President for Academic Affairs.

**DEAN'S EVALUATION OF APPLICANT FOR PROMOTION IN RANK**

Applicant's Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Having reviewed the applicant's Formal Portfolio for Promotion, the Department Head's evaluation and recommendation, the evaluations and recommendations of members of the Departmental Promotion Review Committee, and, if applicable, the evaluations and recommendations of the College/School Promotion and Tenure Review Committee, it is my judgment that:

1. The applicant's academic credentials are appropriate for this promotion. Yes    No    Questionable

2. The applicant meets or exceeds the requisite number of years of professional experience (either full-time collegiate-level teaching or in combination with other professionally-related work experience). Yes    No    Questionable

3. It is my conclusion and recommendation that the applicant  
\_\_\_\_\_ is an exceptionally strong candidate and definitely should be promoted.  
\_\_\_\_\_ is a strong candidate and should be promoted.  
\_\_\_\_\_ should not be promoted at this time.

Other Comments?

The average of the scores submitted by the academic unit Promotion Review Committee is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date