# East Tennessee State University College of Arts & Sciences

**Guidelines for Tenure and Promotion Dossiers**

Candidates for tenure and/or promotion are required to submit their primary material, in PDF documents, to the online ETSU Tenure and Promotion system, available at [https://protenure.etsu.edu.](https://protenure.etsu.edu/)  This constitutes the candidate’s electronic file. A physical file may also be required if candidates have materials that cannot be converted into a PDF document and uploaded to the system. The physical file will reside in the candidate’s home department. An explanation of materials appropriate for each file follows.

# The electronic file should contain the following material\*:

1. ***Narrative statement***. This document, limited to approximately ten single-spaced pages, should address the areas of teaching, research/scholarly/creative activity and service, with appropriate emphasis on each area as required by the candidate’s discipline. While there is no prescribed format or writing style for the narrative, candidates must be aware that they are preparing documents for evaluators both within and outside the candidates’ disciplines, so clarity and accessibility to a lay reader should factor in the development of narrative statements. Candidates should provide separate statements for tenure and for promotion, when appropriate. Forms for narrative statements are available, but not required, on the Tenure and Promotion system. This document may be up to 100 MB in size.
2. ***Supporting document****.* This single document must include the Faculty Activities Reports (FARs) for the relevant period, which is the probationary period for tenure applicants and the period since the last promotion for those applying for promotion alone. Other relevant information supporting the candidate’s narrative statement may be included at the candidate’s discretion. This document may be up to 100 MB in size. This should be organized with a Table of Contents, and may include links to music/articles/videos/manuscripts/Amazon listing/etc. to keep the size down.
3. ***Curriculum Vita***. Make sure this is complete and current. This document should include relevant material relating to teaching, research/scholarly/creative activity, and service, at ETSU and at prior institutions.
4. ***Student Assessment of Instruction***. This document should include numeric records from the SAIs.
5. ***Candidate addendum*** *(optional).* This feature allows candidates to upload documents not readily incorporated into the supporting documents, such as letters of recommendation. Multiple documents may be uploaded using this feature.

\*There are two documents that must be uploaded by the candidate’s department chair:

1. ***Course Load****:* This must list the candidate’s course load for the current and past two semesters (or more if deemed advisable), with the number and title of each course taught, credit hours, and enrollment. A form for the candidate’s course load is available on the Tenure and Promotion system.
2. ***Peer reviews of teaching***. Note that for tenure-track faculty, peer evaluations should be conducted at least once per year during the probationary period. For faculty approaching promotion, there should be peer evaluations for at least each of the three years preceding the application for promotion.

# The physical file should contain the following material:

1. Copies of publications
2. Abstracts of papers delivered at professional meetings
3. Copies of books or book chapters
4. CDs or DVDs
5. Other materials relevant to service in and outside of the university community

The physical file *should not* contain the following material, which provide bulk but little else: “thank you” notes, plastic covers for enclosures, duplicates of any item already provided online or elsewhere in the physical file, publications not related to the applicant’s area of expertise, and certificates for workshops, continuing education courses, or the like.

# Notes for Candidates

The candidate should retain or gather all documents in a timely manner. These include all Faculty Activity Reports (FARs) and Evaluations, the third-year (or mid-tenure) review (if appropriate), all Student Assessments of Instruction (SAIs), and peer reviews of teaching for the relevant period—either the probationary period or the period since the most recent promotion.

If a tenure-track candidate was granted years of credit towards tenure and/or promotion, he/she should emphasize this point in the first paragraph of the narrative statement in order to explain how his/her progress should be evaluated. While the candidate’s entire record should be reviewed, primary consideration will be given to accomplishments within the most recent five years, particularly to work completed at ETSU.

The candidate should comment on his/her workload, particularly if a new faculty member had a lower than normal teaching load in the first year, the candidate had a course reduction for an administrative or service activity, or the candidate had received a non-instructional assignment. Because teaching loads and expectations of research and/or service may differ by discipline, it is important to describe assignments and accomplishments in context for the benefit of reviewers from outside the discipline.

While a department committee or department chair will likely comment on the quality of the candidate’s work, it is important that the candidate puts his/her contributions in context, indicating such things as the prestige of a particular publisher, journal or conference, the importance of being invited to speak, perform or exhibit his/her work at a given venue, or the success rate for applications to a particular funding agency.

The university requires separate applications for tenure and promotion. Where departments have different expectations for tenure and for promotion, the two narrative statements may address somewhat different criteria, but in many cases, the narrative may be identical.

# Helpful Tips from former T&P Committee Members

* Please keep your narrative to 10 pages or less. Committee members find it extremely frustrating to read excess pages; the narrative needs to be succinct and relevant.
* Within the narrative, work on clearly communicating why you should be granted tenure and/or promotion. Often times the narrative is too basic, and does not contain a compelling rationale for the granting of tenure and/or promotion. Yes, candidates have a supporting document, but that should not be in place of a narrative. Most committee members are not familiar with your discipline/area, so we want to AND need to see a compelling rationale and support for your promotion. That is the most helpful information to the committee members.
* If the committee has to hunt through all of your documents—narrative, supporting document, CV—to find pertinent information, members will grow frustrated. As a candidate, you are showing the committee that you are worthy of tenure and/or promotion, so your writing should reflect that. If writing is not a strength, have friends and colleagues review your narrative and make suggestions.