


Tenure/Promotion
Workshop Materials



Tenure and Promotion at University of Toledo

March 22 and 23, 2017

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UT and UT-AAUP Collective Bargaining Agreement

- Available at utaaup.com
- July 2014-2017; 2017-2018

Article 8: Tenure and Promotion

- Probation period of 6 yrs.
 - Initial term is 2 years.
 - Possibility of extending to 8 yrs. (requires a written request submitted to the dean)
 - Possibility of applying for tenure early (once) without prejudice.
 - *If tenure is denied in the 6th year, the faculty member is entitled to a one-year terminal appointment. (8.1.3)

College of Nursing

- Instructors
 - Master's degree in Nursing or equivalent in advanced courses from an accredited College or University
 - Demonstrated ability as a teacher
- Tenure-track faculty
- Tenured faculty

College of Nursing

- Tenure-track and tenured faculty
- 9 or 12-month
- Academic Track
- Clinical Track

College of Nursing

- Assistant, Associate, Full Professors are encouraged to achieve tenure within 6 yrs. after ratification of this contract (2020).
- May apply for tenure 2 times within the 6 yrs. Denial of early tenure may be accompanied by a program of growth.
- *If tenure is not awarded after 6 years, an extension (in response to the program of growth) of up to 2 yrs. may be requested in writing. (8.3.9)

College of Nursing

- Letter of expectation outlines requirements for tenure.
- Assistant, Associate, Full Professors without tenure may choose not to pursue tenure, and become Instructors.
 - See article 8.3.10

College of Nursing Jan. 1, 2014

- New Instructors hired after Jan. 1, 2014 must be in a terminal degree program by the end of first 2 yrs. of appointment.
- Such Instructors have a 4-year probationary appointment.
 - May apply for promotion to Assistant.
- Upon satisfactory evaluation, Instructor may receive a second 4-yr term.
 - May apply for promotion to Assistant.

- If the Instructor is not promoted at the end of 2 four-yr. terms, the Instructor may receive 1-yr contracts up to 4 times. If the Instructor is not promoted, employment will be terminated.

Article 9: Evaluation

Order of evaluations

- Department Personnel Committee
- Department Chair
- College Committee on Academic Personnel
- College Dean
- University Committee on Academic Personnel
- Provost
- President
- Board of Trustees

Calendar for Tenure and Promotion

Order of evaluations

- 8/25/16 Department Personnel Committee
- 9/9/16 Department Chair
- 9/23/16 College Committee on Academic Personnel
- 10/21/16 College Dean
- 11/14/16 University Committee on Academic Personnel
- 1/17/17 Provost
- 2/14/17 President
- 3/20/17 Board of Trustees

Calendar for Pre-tenure, Years 1 and 2

- DPC 1/10/17
- Department Chair 1/31/17
- College Dean 2/14/17
 - Should the renewal be denied by the dean, the dossier goes to UCAP 2/28/17
- Provost 3/20/17
- President 4/10/17

Calendar for Years 3,4,5 Renewal

- DPC 9/9/16
- Chair 10/7/17
- CCAP 9/21/17
- Dean 11/14/17
- UCAP 1/11/17
- Provost 2/21/17
- President 4/12/17

Criteria

- Teaching
- Professional Activity
- Service

Required Documents

- Curriculum vitae
- Letter of appointment/expectations
- Teaching Narrative, Research/Professional Narrative, Service Narrative
- Documentation section for each narrative
 - Include summary of student evaluations and comments
- Workload assignments for the past 5 yrs.
- ARPAs for the past 5 years.
- Annual evaluations from past 5 yrs.
- College and Departmental elaborations
 - Outside reviewers
- Inventory of the dossier

Teaching Narrative

- Include the language from the contract 9.1.1.1:
 - “Teaching faculty shall be responsible to provide evidence of teaching effectiveness, commitment to appropriate and productive pedagogical methods, advising of students, development of curriculum, preparation of curricular materials...”

Teaching Narrative

- Teaching philosophy
- Teaching methodologies
- New courses and revised courses
- Specific classroom activities and exercises
- Role in program assessment and revision

Teaching Documentation

- Peer observations
- Syllabi
- Course evaluation summaries
- Sample assignments and exams
- Sample of student work [supplementary binder]

Research Narrative

- Include contract language 9.1.1.2

Professional Activity:

- “It is intended that the member shall utilize the member’s expertise to address problems in the member’s discipline or area of specialization through professional, scholarly and/or creative activity which clearly contributes to the discipline and/or the wider society through professional, scholarly and/or creative activity which clearly contributes to the discipline and/or the wider society...”

Research Narrative

- Importance of research/professional activity/creative activity to teaching
- Contributions to your field
- Overview of your activity and future directions

Research Documentation

- Publications
- Grants submitted and awarded
- Samples of creative work
- Conference presentations

Service Narrative

- Include a copy of 9.1.1.3:
 - “Service consists in the application of a member’s knowledge in the member’s professional field to benefit the University, the community, and/or the profession. Service is measured not so much by the number of offices held or activities undertaken, although that may be considered, as by the demonstrable substantive value of the faculty member’s contribution to the quality of the University, the wellbeing of the community, and/or the advancement of the member’s profession or discipline...”

Service Narrative

- Describe your contributions to your department, college, the University, and your discipline.
 - Committee work
 - Offices held, including office in the UT- AAUP
 - Workshops
 - Editorial work
 - Coordination
 - Community outreach

Service Documentation

- Correspondence
- Certificates
- Programs
- Membership lists

Getting to tenure and promotion

- Start now!
- Use your ARPAs!
- Dedicate a file to t&p materials
- Look at successful dossiers from your department
- Ask senior colleagues to review your materials

Tips for Dossier Development



Objectives

- Identify necessary steps to prepare for dossier development.
- Explain the importance of effective organization of the dossier.
- Discuss items commonly required in the dossier.
- Identify common mistakes seen in submitted dossiers.

Preparing for your review

- Complete a detailed annual review report each year....outline all accomplishments in teaching, scholarship, service and related professional activity (if applicable).
- Meet annually with your chair to review your progress, needs for improvement, and to receive feedback from tenured faculty.

Preparing for your review

- Keep copies of all teaching evaluation summaries, syllabi, course materials, articles, presentation abstracts, letters from students, committee chairs, and the community which acknowledge your work.
- For reappointment, treat your dossier as a mini-P&T dossier.
- Review the school requirements for dossier preparation and documentation.

Organization is key

- Even the most productive faculty member may have a difficulty making their case without good organization.
- Have a clear table of contents.
- Use tabs or folders to separate content.
- Make sure your CV is up to date and is formatted correctly-education, professional experience, publications, grants, presentations etc.

Dossier Checklist

- Title page with year or years of evaluation.
- Letter requesting reappointment, tenure, or promotion. Make sure you state what years are being evaluated and when you were hired.
- Table of contents.
- CV.
- Letter of appointment.

Dossier Checklist

- Copy of elaborations (college, department).
- ARPA's.
- Letters each year from DPC, Chair, CPC, UCAP, Provost and President.
- 2-3 page overall summary of highlights and accomplishments in key elaboration areas.
- External review letters (if applicable).

Dossier Checklist

- Copy of elaborations (college, department),
- ARPA's.
- Letters each year from DPC, Chair, CPC, UCAP, Provost and President.
- 2-3 page summary of highlights and accomplishments in key elaboration areas.
- External review letters (if applicable).
- Detailed narrative for each application section-teaching, service, scholarship.

Teaching

- In this section, it is important to show the effectiveness of your teaching as well as ways you have attempted to improve your teaching.
- A teaching philosophy is recommended.
- Student evaluations with total means and averages may be useful.

Teaching

- Samples of syllabi, lecture materials and formative and summative assessments.
- Evidence in professional development (teaching workshops, peer observations, quality matters certification).
- Teaching awards, and curriculum development may also be listed.

Scholarship

- Scholarship can come in many forms.
- Usual examples include, publications, books, presentations both peer reviewed and invited. Documentation is important so possibly include article copies, links or even under review confirmation letters.
- Some areas may suggest showing a line of inquiry or documenting the quality of publication in terms of article citations and impact factor.
- Grant submissions and awards would also be submitted in this area.

Service

- There are many areas of service that can be documented- departmental, college, university, community, and professional. It is a good idea to have a balance of these.
- Examples of UT related service may include committees, accreditation of programs, and faculty senate.

Service

- Professional service may include serving as a journal editor, reviewing abstracts, planning conferences, serving on committees, and being an elected leader.
- Community service is a broad category that may include public consulting (non-paid), educational speaking, serving on boards or coalitions, and volunteering.

Common Mistakes

- Missing documents.
- Poorly organized.
- Mislabeling of content (service artifacts placed in scholarship category).
- Missing or poorly written narratives.
- Including non significant or redundant artifacts.
- Misrepresenting material.
- More is not always an indicator of quality.

Final Tips.....

- Plan for success and continuous meeting of elaborations.
- Develop short-term and long-term goals.
- Find a mentor and have them review your progress and dossier.
- Ask members of the DPC or CPC to give you early feedback.
- If you are struggling, find a mentor in that area.
- **PROOF YOUR WORK.**
- Breathe 😊



The University of Toledo

Sign in with your organizational account

Sign in

STUDENT

STUDENT RESOURCES

FACULTY & ADVISOR

EMPLOYEE

UT COMMUNITY

LIBRARY

UTMC

UNIVERSITY DIRECTORY

MY TOOLKIT

Personal/Office Information

- Legal Name Change Information
- SSN Change Information
- Update Addresses & Phones
- Update Office Address & Phone
- Update Emergency Contacts
- Update Marital Status
- Update Preferred First Name
- View E-mail Addresses
- More Personal Info Options...*

Pay Details & Leave Balances

- View Pay Stubs
- Earnings History
- Direct Deposit Information
- Leave Balances
- Tax Forms
- Time Sheet
- More Employee Options...*

Other Services

- Request/Cancel Employee Meal Plan
- Request Door Access for HSC Proxy Card
- Request New/Replacement Rocket Card
- Request/Update Parking Permit

EMAIL AND UTAD ACCOUNT



Outlook Web Access (for Faculty/Staff Exchange users)

Access your Utoledo Exchange email through this link.

My UT Account

Maintain your UTAD account information through this link.

Access your junk mail

Visit your junk mail folder to unjunk legitimate mail caught by our spam filter.

Rockets Email

Access your Rockets Email

MY BANNER

Banner INB Production Login (PROD)

Use this link to access Banner Production.

Banner Finance SSB

Use this link to access Banner Self Service.

SYSTEMS ACCESS FORMS

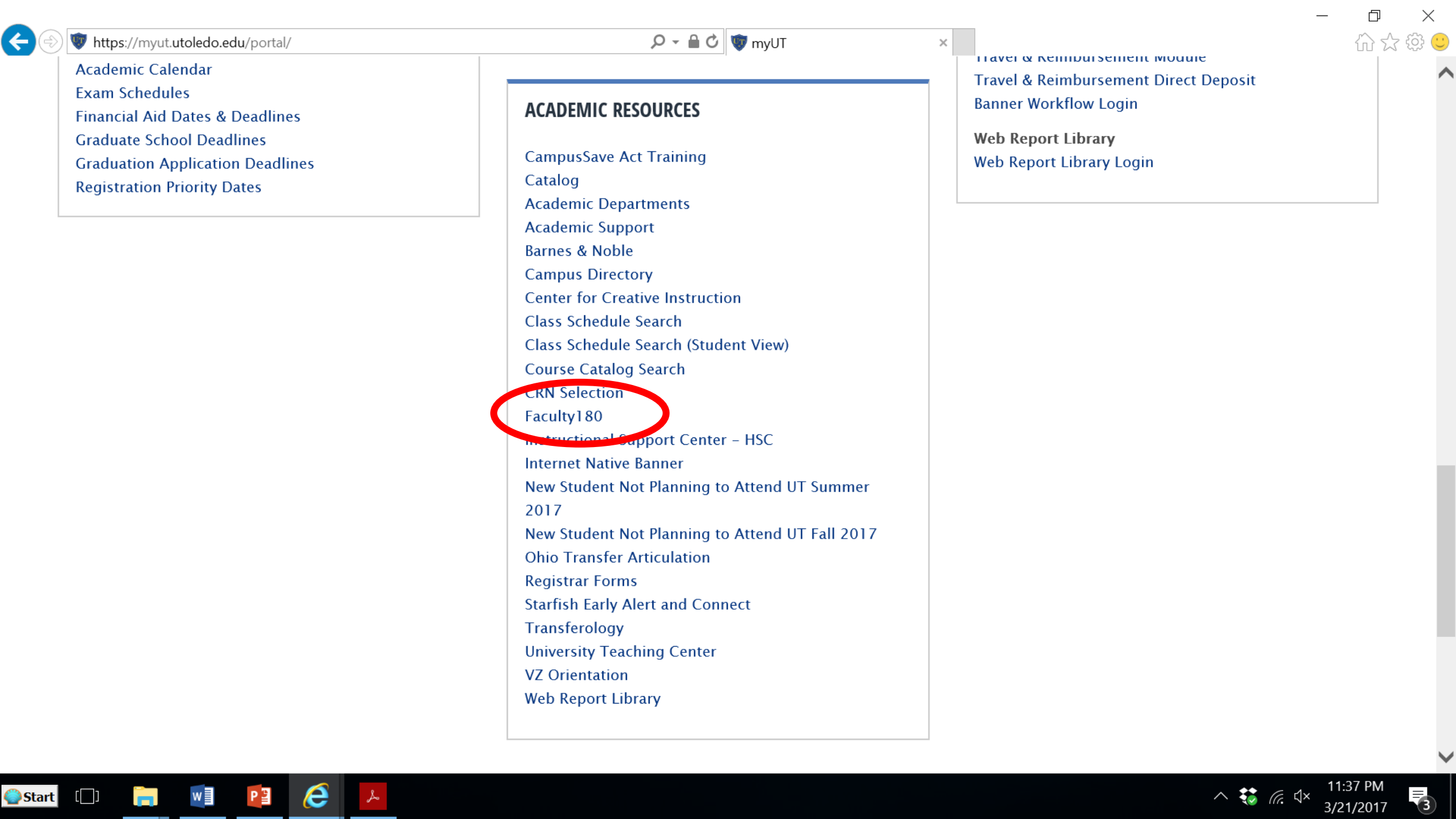
- Banner DEVL Instance Access Request
- Banner/Lawson Finance Access Request
- Banner Human Resources Access Request
- Banner ODS Access Request
- Banner ODS Meta Data
- Banner Student Access Request
- Web Report Library Access Request

WORKPLACE TOOLS

- Accounts Payable Information
- Accounts Payable Homepage

TRAINING & CAREER DEVELOPMENT

CampusSave Act Training



- Academic Calendar
- Exam Schedules
- Financial Aid Dates & Deadlines
- Graduate School Deadlines
- Graduation Application Deadlines
- Registration Priority Dates

ACADEMIC RESOURCES

- CampusSave Act Training
- Catalog
- Academic Departments
- Academic Support
- Barnes & Noble
- Campus Directory
- Center for Creative Instruction
- Class Schedule Search
- Class Schedule Search (Student View)
- Course Catalog Search
- CRN Selection
- Faculty180**
- Instructional Support Center - HSC
- Internet Native Banner
- New Student Not Planning to Attend UT Summer 2017
- New Student Not Planning to Attend UT Fall 2017
- Ohio Transfer Articulation
- Registrar Forms
- Starfish Early Alert and Connect
- Transferology
- University Teaching Center
- VZ Orientation
- Web Report Library

- Travel & Reimbursement Module
- Travel & Reimbursement Direct Deposit
- Banner Workflow Login
- Web Report Library**
- Web Report Library Login



Faculty Activity Reporting & Evaluation University of Toledo Production



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To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Complete Workload: Fall 2014	Input Forms	August 15, 2014	None	

Manage Your Data

Profile

Contact information, rank, degrees, work experience...

Activities

Courses, research, service, professional development...

Evaluations

Access evaluations from other faculty or evaluate them.

Vitas & Biosketches

Access standardized vitas or create a personalized one.

Search Faculty

Announcements

03/14/2017: New FACULTY180 Release! Version 4.27.2 is now available. [View the release notes.](#)

Starting April 3, 2017



Tenure and Promotion

Faculty 180

Workshops

Held each week at the following times:

Mondays	12:30 p.m. to 1:30 p.m.
Tuesdays	12:30 p.m. to 1:30 p.m.
Wednesdays	3:30 p.m. to 4:30 p.m.
Thursdays	12:30 p.m. to 1:30 p.m.
Fridays	12:00 p.m. to 1:00 p.m.

Carlson Library,

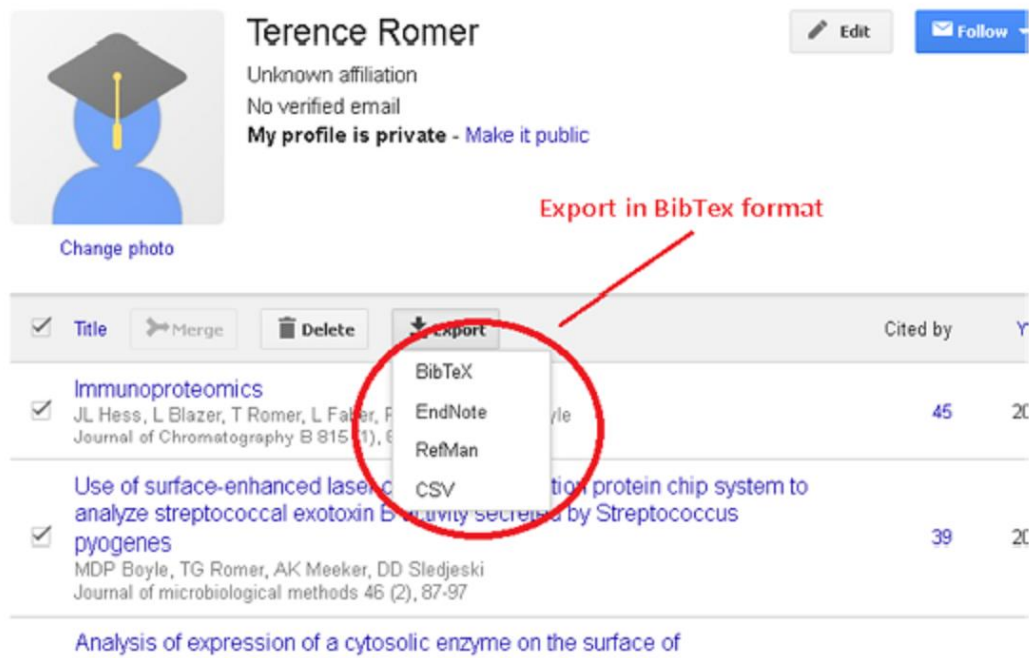
CL 0500C (lower level)

Inquiries can be made to the Provost Office at 419.530.2817

Google Scholar Citation Import for Faculty 180

To import your scholarly work from Google Scholar you must first have a Google Scholar Account. Please visit scholar.google.com for information on setting this up. It is a free service for those with a google account.

1. Log into your Google Scholar account and choose "My Citations."
2. Check a citation you would like to export (or check the box that selects all citations to export all citations.)
3. Choose the export type- the export function will only appear when a citation is selected. Export the citation(s) in BibTeX format.



The screenshot shows a Google Scholar profile for Terence Romer. The profile includes a placeholder photo of a person wearing a graduation cap, the name "Terence Romer", and the text "Unknown affiliation", "No verified email", and "My profile is private - Make it public". There are "Edit" and "Follow" buttons. Below the profile is a table of citations. The first citation is "Immunoproteomics" by JL Hess, L Blazer, T Romer, L Faber, F... in the Journal of Chromatography B 815 (1), 6... with 45 citations. The second citation is "Use of surface-enhanced laser desorption/ionization protein chip system to analyze streptococcal exotoxin B antigen secreted by Streptococcus pyogenes" by MDP Boyle, TG Romer, AK Meeker, DD Sledjeski in the Journal of microbiological methods 46 (2), 87-97 with 39 citations. A red circle highlights the "Export" button in the table header, and a red arrow points to the "BibTeX" option in the dropdown menu.

<input checked="" type="checkbox"/>	Title	Merge	Delete	Export	Cited by	Y
<input checked="" type="checkbox"/>	Immunoproteomics			BibTeX EndNote RefMan CSV	45	20
<input checked="" type="checkbox"/>	Use of surface-enhanced laser desorption/ionization protein chip system to analyze streptococcal exotoxin B antigen secreted by Streptococcus pyogenes				39	20
	Analysis of expression of a cytosolic enzyme on the surface of					

4. Log in to your Faculty 180 Account at <https://www.faculty180.com/sysadmin/login.php?dbID=utoledo>
5. From the "activities" option, choose "scholarly contributions and creative productions". Click "add"

Activity Distribution

Reassigned Duties

Scholarly Contributions and Creative Productions

Institutional Committees

Other Institutional Service

Professional Service

Community Service

Other Service

Professional Development

Reassigned Duties

Scholarly Contributions and Creative Productions

Type Title Outlet

Add

6. Check the "Import" button

Faculty Admin

ACTIVITY INPUT UNIVERSITY OF TOLEDO PRODUCTION

Scholarly Contributions and Creative Productions

Manual Input or Import Help Videos

Select Generic (RIS / BibTeX)

Continue Cancel

Choose "generic" import

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7. Choose "BibTeX" as the file type and click "Browse"

Format+ Select

Select

RIS

BibTeX

2 Citation Data

Import+ File Copied Text

File+ Browse... No file selected.

Save Cancel

8. Navigate to your downloaded file and choose the file to upload. Click "save"

ACTIVITIES

- Teaching
- Advising Load
- Activity Distribution
- Reassigned Duties
- Scholarly Contributions and Creative Productions
- Institutional Committees
- Other Institutional Service
- Professional Service
- Community Service
- Other Service

Format **BibTeX**

2 Citation Data

Import File Copied Text

File

Save Cancel

9. Choose the citations you would like to save and click "save"

ACTIVITIES

- Teaching
- Advising Load
- Activity Distribution
- Reassigned Duties
- Scholarly Contributions and Creative Productions
- Institutional Committees
- Other Institutional Service
- Professional Service
- Community Service
- Other Service
- Professional Development
- Consulting

Select / Unselect	Type	Title
<input checked="" type="checkbox"/>	Journal Publication	Analysis of expression of a cytosolic e
<input checked="" type="checkbox"/>	Journal Publication	Application of immunoproteomics to a M protein of Streptococcus
<input checked="" type="checkbox"/>	Journal Publication	Immunoproteomics
<input checked="" type="checkbox"/>	Journal Publication	Immunoproteomics

10. When you navigate back to "Scholarly Contributions and Creative Productions, your imported citations should be visible.

http://www.faculty180.com/workload/Workload_Form.php?ScholarlyActivityInc

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Other Service
Professional Development
Consulting

EVALUATIONS
FORMS & REPORTS

Activity Distribution Help
Reassigned Duties Help
Scholarly Contributions and Creative Productions Help

Type	Title	Outlet	Year Pub	Status	Term	Actions
Journal Article	Immunoproteomics	Journal of Chromatography B	2005	Completed/Published	Summer 2005	
Journal Article	Use of surface-enhanced laser desorption/ionization protein chip system to analyze streptococcal exotoxin B activity secreted by Streptococcus pyogenes	Journal of microbiological methods	2001	Completed/Published	Summer 2001	
Journal Article	Analysis of expression of a cytosolic enzyme on the surface of Streptococcus pyogenes	Biochemical and biophysical research communications	2000	Completed/Published	Summer 2000	
Journal Article	Application of Immunoproteomics to analysis of post-translational processing of the antiphagocytic M protein of Streptococcus	Proteomics	2003	Completed/Published	Summer 2003	
Journal Article	Short Technical Report: Application of Immuno-Mass Spectrometry to Analysis of a Bacterial Virulence Factor	BioTechniques	2002	Completed/Published	Summer 2002	
Journal Article	Immunoproteomics	Journal of chromatography, B. Analytical technologies in the biomedical and life sciences	2005	Completed/Published	Summer 2005	

Citations can be edited using the edit tool under "Actions" on the right side of the page.