Tenure/Promotion Workshop Materials
Tenure and Promotion at University of Toledo

March 22 and 23, 2017
Dr. Linda Marie Rouillard
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
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.
• 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.
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.
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.
• Mislabling 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

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Email has been sent.

Check your university email account. Remember to remove Data180 from your spam filter.

Contact Data180 for additional support.

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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.

Terence Romer
Unknown affiliation
No verified email
My profile is private - Make it public

Export in BibTex format

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4. Log in to your Faculty 180 Account at https://www.faculty180.com/sysadmin/login.php?dbiD=sutoldeo
5. From the “activities” option, choose “scholarly contributions and creative productions”. Click “add”
6. Check the “Import” button

7. Choose “BibTeX” as the file type and click “Browse”

8. Navigate to your downloaded file and choose the file to upload. Click “save”
9. Choose the citations you would like to save and click “save”

10. When you navigate back to "Scholarly Contributions and Creative Productions, your imported citations should be visible."
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Citations can be edited using the edit tool under “Actions” on the right side of the page.