

RECOMMENDATIONS FROM THE 2010-2011 UNIVERSITY PROMOTION AND TENURE COMMITTEE FOR CVS, PORTFOLIOS, LETTERS AND DEPARTMENTAL REVIEW

The University Committee on Promotion and Tenure submits the following recommendations, some of which are reiterations of existing guidelines and some of which are new.

CVs

In the cv itself candidates should furnish clear and comprehensive statements, in sentences, of: (a) current research interests, (b) significant accomplishments, and (c) plans for future research. They need to do so in language that can be understood by those who are not experts in the candidate's field.

Candidates need to list, in the cv, mean ratings (for Question 13) from student evaluations for all courses taught since date of hire.

Portfolios

Candidates must include copies of all publications including book chapters, published articles, articles accepted for publication and published conference papers.

The Committee suggests that candidates document their service contributions to the department and the institute, particularly regarding new programs that the candidate has developed or has played a significant role in developing.

If candidates have set up research programs with laboratories, a chronology of steps taken to do so is very helpful.

Candidates are strongly encouraged to submit reviews from granting agencies of grant proposals submitted but not funded.

If candidates have received patents, complete documentation of the patents should be included in the portfolio.

Reference letters solicited by departments

Letters are best from full professors who:

- a) do not have a vested interest in the candidate's receiving promotion and/or tenure (eg. collaborators)
- b) are knowledgeable about the candidate's research area;
- c) teach at top tier institutions, with some geographic spread.

Review by Departmental P & T committees

It would be extremely helpful to the candidate and to the University P&T Committee if all departmental p & t committees would take an active role in reviewing a candidate's cv and dossier to ensure that they meet university guidelines and that they present the candidate's case in the most complete, thorough and well-organized manner possible.