

GENERAL INFORMATION

This is a sample promotion/tenure packet compiled to assist you in completing the Petition for Promotion in Rank or Petition for Tenure. Most of the following information was copied directly out of the *Faculty Handbook*, Section 301.00 through 304.00. If you have questions, please feel free to contact the Academic Vice-President's Office at x: 6503 or 6504.

Faculty members who apply for promotion and tenure in the same year will submit a single petition in the spring semester according to the deadlines for the tenure process.

THESE GUIDELINES ARE PRECISELY THAT – ADVICE AND GUIDELINES

- ✓ This is an important and lengthy process. Allow plenty of time to become familiar with the process and to gather and assemble the materials needed.
- ✓ It might be helpful to get advice from colleagues who have been through the process and/or who have served on the University Rank and Tenure Committee.
- ✓ Make sure you thoroughly understand the procedures and your part in them including any special standards of your department. A copy of your current departmental guidelines should be provided to you.
- ✓ Make sure that the material which you and your department want considered has in fact been included in your packet by the appropriate deadline.
- ✓ Letters of recommendation should be sent to the chair of your area's Reappointment, Promotion, Tenure (RPT) Committee and not to the Dean's office. If you are applying for both promotion and tenure be sure and request that writers address either promotion or tenure or both in their letter.
- ✓ Once your committee has met, **NOTHING CAN BE ADDED TO YOUR PRIMARY REVIEW NOTEBOOK WITHOUT THE PERMISSION OF THE COMMITTEE, THE DEAN, AND THE UNIVERSITY RANK AND TENURE COMMITTEE.**
- ✓ If you need to look at a copy of the Faculty Handbook it is available on the web. A copy of the Promotion and Tenure Application Guidelines compiled by the AVP Office will be sent electronically to you once your chair confirms your intention to apply for promotion or tenure.
- ✓ When requesting copies of promotion/tenure materials from Faculty Services, you can request that all material be copied on 3 hole paper.

REVIEW NOTEBOOKS

Promotion packets are usually due the first week in October to the Dean's Office
Tenure packets are usually due the end of January to the Dean's Office

PRIMARY REVIEW NOTEBOOKS:

- Promotion and tenure packets **MUST** be submitted to your departmental committee in some form of a 3 ring binder so that letters, etc., can be inserted.
- Use Avery #11436, 5 tab, Clear Label Index Maker Dividers
- You are required to **submit a total of 10 Primary Review Notebooks**. Of these notebooks **one should be identified as the ORIGINAL**.
 - The **Primary Review Notebooks will not be returned to you** after review by the University Rank and Tenure Committee.
 - The AVP's Office will return the empty notebooks to the Dean's Office. **Put a note on the outside** of each submitted notebook that you want the dividers returned.
 - Be sure to **make an additional Primary Review Notebook for your file.**

SUPPLEMENTAL NOTEBOOKS:

- Submit only 1 copy of your Supplemental Notebook(s).

PETITION FOR PROMOTION AND/OR PETITION FOR TENURE

NAME OF APPLICANT

Gonzaga University
Spokane, WA

Date

This is the front outside cover of the Notebooks

PRIMARY REVIEW NOTEBOOKS:

- Indicate on the front cover which Notebook is the Original and # the remaining notebooks 2-9.
- Make a spine with your name for each Notebook – indicate which notebook is the original

SUPPLEMENTAL NOTEBOOKS:

- Submit **only 1 copy of your supplemental notebook(s)**.
- If you submitting multiple supplemental notebooks, please number the notebooks.
- Make a spine for each Supplemental Notebook with your name and notebook #.

TAB ORDER for the Primary Review Notebook

Dean's Recommendation

Department Chair's Recommendation

Rank, Reappointment, and Tenure Committee (RRT) Recommendation

Academic Vice-President's Recommendation

Supplemental Materials

Personal Statement

Curriculum Vita

Teaching

Advising

Academic Citizenship

Professional Development

Current Letters

Student Evaluations

Rank, Reappointment, and Tenure (RRT) Operating Procedures (School of Education)

DEAN'S RECOMMENDATION

NOTES

- In the Primary Review Notebook, place the most recent recommendation letter from the Dean on top followed by prior year's recommendations in descending order.
- The current year's recommendation letter from the Dean will be placed into your binders by the Dean's Office.

DEPARTMENT CHAIR

NOTES

- In the Primary Review Notebook, place the most recent recommendation letter from the Department Chair on top, followed by prior year's recommendations in descending order.
- Your current year's Department Chair recommendation letter will be placed into your binders by your Department Chair.

RANK, REAPPOINTMENT, AND TENURE COMMITTEE (RRT) RECOMMENDATIONS

NOTES

- In the Primary Review Notebook, place the most recent recommendation letter from the School of Education (SOE) RRT Committee on top, followed by prior year's recommendations in descending order.
- Your current year's RRT recommendation letter will be placed into your binders by the School of Education (SOE) RRT Committee Chair.

ACADEMIC VICE PRESIDENT'S (AVP) RECOMMENDATIONS

NOTES

- In the Primary Review Notebook, place the most recent recommendation letter from the Academic Vice President on top, followed by prior year's recommendations in descending order.

SUPPLEMENTAL MATERIALS

It is very helpful to the University Rank and Tenure Committee to have an itemized list of the supplemental materials you are including in your packet for their review. These materials are kept in the Academic Vice President's Office until the Committee completes its deliberations and then these materials will be returned to you.

Only ONE copy of each item on your list is necessary and should be in a clearly marked separate notebook or envelope. These items are the only materials you will receive back once the promotion/tenure process is completed.

NOTES

- **This is the Table of Contents** for your supplemental materials.
- All supplemental materials should be placed in **separate** Supplemental Notebook(s).
- All submitted supplemental notebooks will be returned to you after the completion of your promotion and/or tenure review by the University Rank and Tenure Committee.

SELF-EVALUATION AND PERSONAL STATEMENT

The *Faculty Handbook* requires a self-evaluation and personal statement. Some candidates have chosen to combine these two items into one document or you may do them separately. This is usually a brief (1-3 pages) document which can serve as a framework or introduction for reading your file.

- ✓ This should be concise and to the point. In it you should summarize the ways in which you think you meet the criteria for promotion/tenure.
- ✓ You should call attention to special achievements and identify any achievements, demands, or standards that are special to your discipline or to your scholarly work.
- ✓ You should also explain any apparent problems or difficulties, especially low teaching evaluations.
- ✓ This is the place to describe any distinctive teaching philosophies, advising activities, and contributions to the University and its mission.

NOTES

- See Faculty Handbook, Section 303

CURRENT VITA

A current, professional vita is to be submitted by the faculty member. Professional activities, especially publications, should indicate whether they are refereed (juried) or not.

NOTES

- Please follow the SOE Standard Vita Format & Guidelines that can be found in the Bylaws, Guidelines, and Procedures Manual, Appendix A, which can be found on the SOE Website: www.gonzaga.edu/soe - From the left side menu select Information for Faculty and Staff, where there is a link to Forms.
- Before placing your vita in your Primary Review Notebook, please double check for appropriate spelling, capitalization, and most current APA format for publications.

TEACHING

Gonzaga University is committed to excellence in teaching. The development of the whole person and the pursuit of truth are fundamental components of its mission. Teaching is both an art and a science. It demands constant innovation and improvement.

Teaching excellence includes the following:

- Presenting subject matter clearly while recognizing its complexity
- Seeking, possessing, and sharing knowledge with enthusiasm
- Bringing subject matter, when appropriate, to bear on the present human condition
- Encouraging students to explore, invent, and discover
- Inspiring in students a desire to continue studying and learning
- Challenging them to grow beyond their present capacities
- Relating subject matter to human values, issues of peace and justice, and other dimensions of the human condition when appropriate

Sources of evidence for teaching evaluation include the following:

- Written evaluations of appropriate administrators, students, and colleagues, supported by concrete evidence and examples
- Classroom visitations as deemed appropriate by the department
- Achievements of current and former students
- A thoughtfully developed philosophy of teaching Evidence of continued development of pedagogical skills
- Directions of theses, dissertations, projects, internships, or other major works
- Program development
- Preparation of new courses and course materials
-

ADDITIONAL INFORMATION

Candidates who choose to include any of the following items should submit only the original or one copy under Supplemental Materials. Faculty should consult their departmental RRT

Guidelines for further examples of teaching excellence

- List of classes taught
- Copies of course syllabi
- Copies of final examination assignments
- New classes started

NOTES

- Narrative is expected for this section. Please provide additional information that is not included in your Personal Statement.
- Numerical scores of course evaluations should be placed in the Student Evaluations section in the Primary Review Notebook.
- Peer observation of teaching should be placed in the Primary Review Notebook
- Written comments should be placed in the Supplemental Notebook(s).

ADVISING

Advising and consulting with student are major faculty responsibilities. The central element in advising excellence is a genuine and sustained concern for students as persons and for their academic and personal growth

Effective advising includes the following:

- Available to student for consultation outside the classroom
- Familiar with current requirements of the University and the student's standing in relation to these requirements
- Knowledge about other services available to student
- Helps students in setting and achieving their goals while at the University

Evidence used in evaluating advising may include the following:

- A self-evaluation
- Written evaluations of appropriate administrators, students, and fellow faculty members
- Achievement of former students
- Any other relevant information identified as appropriate
- Any instrument developed by individual departments for evaluating advising

Faculty members should review their departmental RRT Guidelines for additional criteria on Advising.

NOTES

- Narrative is expected for this section. Please provide additional information that is not included in your Personal Statement.
- Provide # output in narrative over multiple years.
 - One instrument and sample
 - Include in narrative
 - Thesis advising
 - Mentoring
- Yearly results should be placed in the Supplemental Notebooks.
- Letters from the Vice-President of Student Life should be placed in the Supplemental Notebooks.

ACADEMIC CITIZENSHIP AND SERVICE

(Faculty Handbook 302.05)

Gonzaga University subscribes to the 1966 AAUP statement on Professional Ethics and expects faculty members to reflect its principles in their lives at Gonzaga. Faculty members also must be familiar with the Mission of the University and contribute to the Mission according to their own gifts and beliefs.

Examples of Academic Citizenship include the following:

- Sharing in Gonzaga's commitment to responsible intellectual inquiry and academic freedom, to the dignity of the person, to justice, and to ethical behavior
- Showing respect for diverse ideas and opinions
- Acting with respect and fairness toward others; treating others as equals, with compassion, and tolerance
- Service to the University; taking an active role in shaping the kind of community Gonzaga is and what it will become
- Participating in the life and governance of the University
- Participation in the civic community

Evaluation of faculty as academic citizens includes:

- Assessment of ways in which the individual faculty member has defined his or her own place in the life of the University
- Patterns of respect and fairness toward others
- Participation in the University community through committee service and faculty and University governance
- Attendance at functions such as convocations, faculty-meetings, and commencement activities
- Participation in and/or contributions to activities such as conferences and workshops on Jesuit and Catholic intellectual traditions and educational philosophies; such work may count as evidence of professional development when it has a scholarly dimension
- Contributions to activities on the campus, both academic and related to student life and ministry
- Service to the larger community

NOTES

- Narrative is expected for this section. Please provide additional information that is not included in your Personal Statement.
- Any supporting data should be placed in the Supplemental Notebook(s).

PROFESSIONAL DEVELOPMENT

(Faculty Handbook 302.03)

The University expects faculty to continue to grow and develop as members of their discipline after they have completed their advanced degrees and evaluates their progress in this area. Gonzaga University is devoted to the discovery and pursuit of knowledge and to academic excellence. Faculty members should share, particularly, in Gonzaga's commitment to responsible and ethical intellectual inquiry, respect for the positions of others, academic freedom, and the highest ethical norms of their disciplines.

Important signs of professional growth include the following:

- Publication of peer-reviewed research articles and books, or other writing normal to the discipline
- Juried exhibits and performances
- Invited presentations, exhibits, and performances
- Editorships and consulting
- Invites evaluations and reviews of the work of other professionals
- Presentation to professional groups

Additional professional activities include:

- Leadership of, committee work for, and participation in scholarly and professional organizations
- Sustained activity in course and/or program development
- Advanced study and participation in seminars and workshops
- Selection for grants, fellowships and awards

Individual department may have developed more explicit or extensive requirements based on specific needs related to program and the normal standards of the discipline. These requirements must be in writing and on file in your Dean's Office.

NOTES

- Narrative is expected for this section. Please provide additional information that is not included in your Personal Statement.
- Workshops are already listed in your Vita which is in the Primary Review Notebook. Any samples should be placed in the Supplemental Notebooks.
- If there is no tangible evidence of professional work, please include any correspondence from editors/publishers of submitted articles that have been approved. This information would be placed in the Primary Review Notebook.
- All data should be placed in the Supplemental Notebooks.
 - Hard copies
 - workshops

LETTERS OF SUPPORT

Candidates should be especially aware of deadlines for supporting letters from colleagues, editors, etc., particularly if they come from outside the University. It is essential that candidates be aware of this and keep it in mind throughout the process of assembling the petition.

Once the department committee has met, material can be added to the file only with permission from the candidate, the departmental RRT Committee, the dean, and the University Committee on Rank and Tenure (please contact your dean's office or the AVP's Office for a copy of this form.

- ✓ The quality of the material is far more important than sheer bulk. A few clearly argued, descriptive support letters, for example, are preferable to dozens of letters of "general" support.
- ✓ Supporting letters should be specific in addressing as many of the criteria as the writer is familiar with and backing up conclusions with evidence.
- ✓ It is your responsibility to see that people who are wiring in support of you receive whatever material they need.
- ✓ If you are applying for both promotion and tenure you may ask individuals to write one letter of support addressing both tenure and promotion.

NOTES

- See Faculty Handbook, Section 303.22d and 303.23e
- Letters of recommendation should be sent to your chair of your department's Reappointment, Promotion, Tenure (RPT) Committee.
- **Only current letters** should be placed in the Primary Review Notebooks
- If you wish, prior letters may be placed in the Supplemental Notebooks.

STUDENT EVALUATIONS

Supply complete, not selective student evaluation printouts (either department or University), with an interpretation of their meaning and the rationale which supports the judgment. Large gaps in the file should be explained – e.g. the absence of an entire year's teaching evaluations.

FOR PROMOTION:

Supply the numerical portion of the teacher evaluations from at least the most recent four year (candidates hired before November 1, 1997 need only three years) or since the last promotion.

FOR TENURE:

Supply the numerical portion of the teacher evaluations since the initial appointment.

PLEASE PROVIDE COPIES ONLY!

NOTES

- If you are petitioning for **promotion and tenure in the same year** follow the guidelines for tenure.
- Place the most recent written evaluations on top, followed by prior academic year's written evaluations in descending order.

RANK, REAPPOINTMENT, AND TENURE (RRT) COMMITTEE OPERATING PROCEDURES

The Academic Vice President requests that a copy of the School's RRT Committee's Operating Procedures be included in the Primary Review Notebooks.

SOE Bylaws and Operational Procedures Manual

SECTION TITLE: Standing Committee's Operating Procedures

COMMITTEE: Rank, Reappointment, and Tenure Committee

The **RRT Operational Procedures** (pdf.) is also located on our website at:
www.gonzaga.edu/soe/infofacstaff in the forms and Manuals section.



PROMOTION AND TENURE – Sample of PRIMARY REVIEW NOTEBOOK

Revised: July 12, 2011



SIGN OUT- RRT - Primary, Supplemental, and RRT Guideline Notebooks