

Supplemental Guidelines for Submissions to the Promotion and Tenure Committee – Approved April 19, 2004

NOTE – This document is supplementary to the materials document and does not replace that document. Each faculty member may face unique circumstances calling for person-specific qualities to one’s presentations to the Committee. Faculty are urged in the strongest possible way to consult with their supervisors when developing self-evaluation documents and compiling accompanying materials.

Review	Major sections of self-evaluation document			Curriculum vitae	Letters of Support
	Teaching	Scholarship/Artistry	University service		
1 st annual review	Discuss courses taught at IWU to date and lessons learned. Discuss students’ course evaluations briefly. A modest amount of self-reflection is expected at this stage.	Discuss accomplished projects and those in progress. Briefly discuss near- and mid-term goals and your vision for future work. Clarify your contributions in any co-authored/produced work.	Little service is expected during the first year. Indicate service opportunities you are seeking during your second year and the near term.	List education, relevant employment history, publications/performances, conference presentations, and professional activities. Entries should either be explained or self-explanatory. Peer reviewed work should be clearly identified and separated from other accomplishments. Date all entries. Include a section on university service listing committee or other duties along with brief descriptions.	Typically brief. Supervisor should explain your core contributions to the department/school. This letter should also reflect on class visitations and personal supervision. Clarify areas of strength and weakness. Summarize significance and provide context of scholarship/artistry to one’s discipline and summarize any university service.
2 nd annual review	Discuss courses taught at IWU to date and lessons learned. Discuss students’ course evaluations. Discuss how your courses contribute to your department/school. Discuss future directions in teaching. A moderate amount of self-reflection is expected at this stage.		Brief discussion of service you have provided for your department and/or at the university level.		
Major pre-tenure review	Discuss your successes and areas of needed progress in teaching in some detail. Elaborate your experiences in a representative sample of your courses (<i>no need to discuss them all</i>). Discuss how you have responded (or not) to students’ course evaluations. A substantial amount of self-reflection is expected at this stage.	In addition to above, elaborate more fully a vision for your evolving scholarship/artistry. Discuss goals and if possible time-lines for significant projects to be realized before your tenure review.	Discuss your service to the university, the committee elections you have stood for, the committees you have joined, and, importantly, your substantive contributions there.	All of the above.	In addition to above points, this letter should elaborate fully your progress in teaching, scholarship and service. A supporting letter from an IWU peer may help substantiate your service, though such a letter is not required.
Tenure/Promotion to Associate Professor	Provide a discussion of your teaching philosophy and how you have integrated this philosophy in your classroom. A forthright discussion of your successes and any challenges you have faced is expected. When discussing challenges, be sure to include what strategies you have used to overcome them. Elaborate your experiences in a representative sample of your courses (<i>no need to discuss them all</i>). Discuss how you have responded (or not) to students’ course evaluations. A substantial amount of self-reflection is expected at this stage.	Provide a thorough discussion of your scholarly interest(s) that is targeted toward the non-specialist. Discuss your scholarly <i>achievements</i> and place them in context in your professional field. Describe for the Committee your scholarly path to date, and where you expect to go in the future. In addition to above, elaborate more fully a vision for your evolving scholarship/artistry. Discuss goals and if possible time-lines for significant projects to be realized before your tenure review.	Discuss your service to your department, the university, and your profession. An important component in your discussion are the substantive contributions you have provided in the context of your service.	All of the above	The letter should place your position in the context of the department and elaborate fully on your achievements in teaching scholarship and service. Supporting letters from faculty colleagues with whom you have served are essential at this point.

Promotion to Full Professor: Supplemental guidelines for tenure/promotion to associate professor should be followed. In addition, it is important to address the three main points that are addressed at the level of full professor. These are: (1) Has the candidate reached a level of professional distinction such that they have achieved recognition from colleagues both within the university and in the broader professional community? (2) As a teacher, has the candidate demonstrated the ability to work with students at all levels, challenging individuals of different ability and motivation to develop their intellectual and/or artistic strengths? (3) Is the candidate a proven leader within the institution, serving as a role model for other faculty and for students?

Formatting Suggestions:

- Incorporate the summary of your teaching evaluations into the narrative.
- When possible, please place all written material in a 3-ring binder. Don’t overstuff the binder; use a second binder if necessary.
- Place text on white paper - it is difficult to read text that is on brightly colored paper.
- Don’t put pages into glossy cover sheets. The glare makes it very difficult to read.
- Provide some biographical information about your external reviewers and the context in which you know them (if any).
- Letters from external reviewers who are close collaborators or former professors may be less useful than letters from independent reviewers. Provide some biographical information about your external reviewers and the context in which you know them (if any). [Note: External letters are required only for tenure and promotion cases.]
- Use 12 point, standard type font (e.g., Times New Roman)
 - Annual Review: 10 pages, double spaced
 - Major Pre-tenure Review: 25 pages, double spaced
 - Tenure and/or Promotion: 40 pages double spaced