

## **Guidelines for Tenure**

The individual faculty member seeking tenure should prepare a complete packet of information that includes how he/she has met the following criteria. It is important that you include supporting evidence related to each category listed below. This evidence will assist your department chair and dean to determine and support their recommendation.

Information related to tenure can be found in the Faculty Contract by referring to Article X, section B.

The academic deans respectfully request that a copy of the information be sent electronically to their attention.

---

### **List all academic degrees:**

Degree	Major Field	Institution	Year
--------	-------------	-------------	------

- Be sure to include professional certifications and licenses

### **Teaching Effectiveness (Workplace Effectiveness - in the case of the library faculty):**

- Include copies of annual evaluations for each year since last promotion or date of hire. (In most cases departments use the Student Rating of Instruction (SRI)).
- Include copies of SRI summaries and Peer Evaluations resulting from comprehensive tri-annual evaluations. Normally, faculty with the rank of assistant professor will include four comprehensive evaluations, one for each annual comprehensive evaluation during the first 3 years, and one tri-annual comprehensive evaluation during year six (6).
- Although not required, a personal statement or self-evaluation should be included. Your statement does not need to exceed one page.

### **Productive Scholarship:**

- List all publications, articles, performances, exhibitions related to your academic discipline completed since your last promotion or date of hire.

### **Professional Improvement**

- List all professional development activities undertaken since last promotion or date of hire which are directly related to expanding your skills as an instructor. Activities such as CITLA workshops should be included here.

### **Committee Work at the College**

- List all departmental or college-wide committees on which you have actively participated since your last promotion or date of hire. Each listing should include

specific information about your level of involvement and time spent on committee activities.

**Professional Activity in One's Field of Specialization**

- List all professional activities, external to the college, with which you have been involved since your last promotion or date of hire. Each listing should include specific information about your level of involvement and time spent on committee activities.