

JACKSON STATE UNIVERSITY

PROMOTION AND TENURE PACKET

CANDIDATE APPLICATION FORMS

- **Introduction**
- **Instructions**
 - **Timelines**
 - **Application Packet**
- **Candidate Application for Promotion/Tenure**
 - I. Professional Collegiality**
 - II. Academic Citizenship and University Service**
 - III. Teaching and Advising Excellence**
 - IV. Research, Scholarly and Creative Activities**
 - V. Service and Professional Activities**

Revised Fall 2011

Candidate's Application for Promotion and Tenure (CAPT)

Introduction

The Tenure and Promotion Application processes have been incorporated into one application which will serve as the application for both tenure and promotion from Assistant Professor to Associate Professor. The goal of the tenure and promotion process is to provide a thorough and objective review of the substance and merits of each applicant. The University provides each faculty member with a full and objective review based on established tenure and promotion criteria. The review must be sufficient to support action in the best interest of the University and in fairness to the applicant. To accomplish this, the evaluation process comprises an independent review at multiple levels: department, dean, vice president for academic affairs, and the president. The "University Tenure and Promotion Committee" reviews all applications for conformity to tenure and promotion procedures. The deliberations and resulting recommendations at each level must be based on the prescribed criteria, with the decision of the president being final.

The following guidelines are provided to assist both the applicants and academic units with the preparation of supporting materials and management of portfolios for faculty applying for tenure and promotion. The dean of a college/unit may distribute additional procedural guidelines and information for preparation of candidate portfolios. It is recognized that variations in requirements occur among disciplines and departments. Candidates should consult with the appropriate department chair regarding the requirements and practices in the area.

Instructions

The performance portfolios in the areas of teaching, advising, research, and service constitute the basis for tenure and promotion. Faculty applying for tenure and promotion will submit the tenure and promotion application and supporting portfolio to the department chair according to the schedule outlined below. The application letter should include the request for both tenure and promotion to Associate Professor.

A. Timeline

Notification of Eligibility for Applying for Tenure and Promotion	April 15
Written Response from Faculty of Intent to Apply	May 1
Submit to Department	October 1
Submit to the Department Committee	October 15
Submit to the Department Chairperson	November 1
Submit to the College Committee	November 15
Submit to the College Dean	December 1
Submit to the Vice President for Academic Affairs	January 5
VPAA Submits to the University Committee for Promotion and Tenure	February 1

Submit to the President March 15
President Notifies Candidate of Decision April 15

B. Application Packet

The complete packet for promotion and tenure shall include:

1. Cover Sheet
 - Includes applicant's name, college/school, department, current rank, JSU appointment year
2. Candidate's Application Letter
3. Candidate's Application for Promotion and Tenure (CAPT)
4. Faculty Portfolio Data Base/Current Curriculum Vitae
 - Listing of degrees and dates awarded and all professional appointments should be in reverse chronological order.
5. Annual Faculty Performance Evaluations for past five years
6. Recommendations of each evaluative level on the following forms:
 - a. Promotion and Tenure Recommendation Summary (PTRS)
 - b. Promotion and Tenure Evaluation Report (PTER)
7. Committee Recommendation Summary (CRS)
8. Promotion and Tenure Sign-offs
9. Procedural Checklists (Department and School/College)

C. Candidate's Application for Promotion and Tenure (CAPT) Documentation Format (to be completed by applicant)

I. DEMONSTRATION OF PROFESSIONAL COLLEGIALITY

The summary should include a discussion of the applicant's excellence in the area of professional collegiality when interacting with department, school/college members and students.

- Exhibits professionalism in relations and conduct (i.e., exhibits respect for colleagues, students, the department, and the University.)
- Conducts classes in an appropriate manner, reports to classes promptly, reports for work a minimum of 30 hours per week, submits grades in a timely manner, and maintains posted office hours.
- Participates in University ceremonies and programs, such as Founder's Day, Commencement, recruitment activities, homecoming celebrations, Fall and Spring Seminar, etc.
- Fosters an environment for academic honesty and that evaluations of students achievements reflect their true merit.
- When acting as a private citizen, the faculty member avoids creating the impression of speaking or acting on behalf of the University when a negative impression may be conveyed to the general public.
- Participates in faculty development activities, such as workshops, the annual sexual harassment workshop, computer training, etc.

II. ACADEMIC CITIZENSHIP AND UNIVERSITY SERVICE

The summary should include a discussion of the applicant's excellence in the area of academic citizenship with attention to activities related to the University and the performance of academic citizenship when interacting with department, school/college members and students.

- Actively participates on departmental, school and/or college committees
- Serves as an active member on college and university committees
- Submits required forms and documentation in a timely manner (i.e., textbook orders and lists, grades, change of grade forms, etc.)
- Participates in academic related activities such as forums, book reviews, reading of university-wide exams, recitals, or exhibits.

III. **Written Summary of Teaching and Advising Excellence**

The summary should include a discussion of the applicant's excellence in the areas of teaching and advisement.

Examples of Supporting Documentation

- **Updated syllabus** for each course taught, which should include source materials, clearly stated course objectives that are relevant to course content, specific grading procedures, a reading list or bibliography which includes current research, specific student assignments and exam schedule, and a schedule of specific course content.
- Representative samples of **Faculty Advisement**.
- **Student Instructional Rating System (SIRS) Evaluations** for the last five years, including written comments by students when applicable. (Written comments are not to be culled for specific examples.)
- Documentation of **creative teaching methods/skills** employed in courses taught.
- Listing of **special programs coordinated** (e.g., Master's, Specialists, and Doctoral Levels; Departmental Teaching Concentrations, etc.). Include list of students' names, doctoral dissertation or master's theses/projects, dates degrees were awarded; status of research in progress.
- Documentation of **service as a mentor** in an organized University student mentoring program or other discipline-specific special program, such as undergraduate honors programs. Evidence of preparing students for external exams (e.g., MCAT) or other competitions.
- Examples of the **development of new courses** in keeping with established criteria for the discipline or profession.
- Documentation of **teaching manuals, materials or computer software developed**.
- Evidence of **refereed teaching awards** (school, alumni, etc.) or recognition as a finalist.

IV. **Research, Scholarly, and Creative Activities**

The summary should include a discussion of the applicant's excellence in the areas of research, scholarly and creative activities.

Examples of Supporting Documentation

- **Grants submitted** (a minimum of two) along with evidence to demonstrate serious efforts were made to attain the grant.
- **Manuscript(s) submitted** to refereed publications. Written documentation from the editor or publishing house should be included, along with projected publication date.
- **Grants funded** (individual or collaborative). A minimum of one externally funded grant. Documentation should include the title of the grant, source of funds, duration of the grant, candidate's role (e.g. Principal investigator, project director, co-principal

investigator) and total dollar amount of the grant. Also include award letter or notification of funding.

- **Articles published** in non-refereed press.
- **Papers presented or creative works performed** or exhibited at academic session, refereed, juried, and/or invited (e.g. musical compositions, plays, paintings, sculptures, etc.)
- **Book(s) published** in the discipline.
- **Chapter(s) in book** published in refereed press.
- **Articles, proceedings, or creative endeavors published in academic refereed journal**, list publications in reverse chronological order following the style manual appropriate for the discipline. Names of co-authors should be listed in the order in which they appear in the publication.

Minimum (*promotion to Associate Professor [and/or Tenure]*): at least three peer-reviewed publications, including one as senior author; for Fine Arts, participation in three major exhibitions. For *graduate faculty*, **at least four peer-reviewed** publications, including one as senior author; for Fine Arts, participation in four major exhibitions. (*Effective with faculty class 2005-06*).

Minimum (*promotion to Professor*): at least four peer-reviewed publications, including two as senior author. For Fine Arts, participation in four major exhibitions. For *graduate faculty*, **at least six peer-reviewed** publications; for Fine Arts, participation in six major exhibitions. (*Effective with faculty class 2005-06*).

- **Editorship** of international, national/state scholarly journal.
- **Development of** computer software, documentary/audio visual work, etc. (for publication)
- **Reviewer or reader** for academic or professional journal, proceedings, or proposals.
- **Fellowship or awards**: identify as recipient of state or national fellowship or award.
- **Other relevant activities** (e.g., research patents, consultancy in area of expertise, etc.)

V. Service and Professional Activities

The summary should include a discussion of the applicant's excellence in the area of service to the department, school/college, profession and relevant community. Relevant community service is defined as service related to the teaching discipline and or/ research area.

Examples of Supporting Documentation

- **Sponsoring/participating** in academic related activities, workshops, forums, book reviews, reading of exams, exhibits, recitals, etc.

- **Supporting and enhancing** the department and school through quality work on self-studies, program reviews, and other special projects.
- **Participating actively** on departmental/school or university committees.
- **Providing services** to community organizations such as discipline-related event judging, YMCA, Boys and Girls Clubs, mental health organizations, etc.
- **Chairing or conducting** major assignments on active departmental/university/school committees. Specify the candidate's role (e.g. chair, committee member).
- **Sponsoring** active student organizations or classes, etc.
- **Presenting** academically-oriented sessions for professional, business, and/or community groups.
- **Organizing/chairing** conference sessions
- **Serving** on accreditation teams
- **Holding office** in professional associations including boards/committees/councils
- **Sponsoring** national/regional/state conference
- **Serving as** a professional, discipline-specific consultant; list role/responsibility and other pertinent information such as places and dates.
- **Other relevant activities** (please specify)

Applicants must submit one original and six copies of the application package and supporting portfolio. Complete application and supporting documentation should be submitted in **one** three-ring binder no larger than four inches in size. Documentation of accomplishments, therefore, should be selected carefully for the best and most accurate portrayal of effectiveness in all areas. Published books and manuals cited as documentation may be provided separately.

IHL Related Policy

(Board Policies, 402.03, 1998 – Ranks in Promotion; Board Policies, 403.01, 1998 – Tenure Defined)

Authority

Chief Academic Office Signature _____ **Date** _____

CANDIDATE'S APPLICATION FOR PROMOTION AND TENURE (CAPT)

NAME _____ DEPARTMENT _____

JSU APPOINTMENT YEAR _____ SCHOOL/COLLEGE _____

CHECK APPROPRIATE BOX:

APPLICATION FOR PROMOTION TO _____

PRIOR TENURE SERVICE GRANTED (Number of Years): _____

HIGHEST DEGREE & MONTH/YEAR RECEIVED _____

TENURED: YES ___ NO ___

RANK BY YEAR AT JSU (year promoted to): _____

INSTRUCTOR ___ ASST. PROF ___ ASSOC. PROF ___ PROFESSOR ___

APPLICANT'S FORM

Name: _____

I. Professional Collegiality (since last promotion or appointment)

Signature

Date

APPLICANT'S FORM

Name: _____

II. Academic Citizenship and University Service (since last promotion or appointment)

Signature

Date

APPLICANT'S FORM

Name: _____

III. Teaching and Advising Excellence (since last promotion or appointment)

Signature Date

APPLICANT'S FORM

Name: _____

IV. Research, Scholarly and Creative Activities (since last promotion or appointment)

Signature

Date

APPLICANT'S FORM

Name: _____

V. **Service and Professional Activities** (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

Departmental Committee's Form

Applicant's

Name: _____

I. Professional Collegiality (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

Departmental Committee's Form

Applicant's

Name: _____

II. Academic Citizenship and University Service (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

Departmental Committee's Form

Applicant's

Name: _____

III. Teaching and Advising Excellence (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

Departmental Committee's Form

Applicant's

Name: _____

IV. Research, Scholarly, and Creative Activities (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

Departmental Committee's Form

Applicant's

Name: _____

V. Service and Professional Activities (since last promotion or appointment)

Signature

Date

DEPARTMENTAL COMMITTEE RECOMMENDATION SUMMARY (CRS)

I. Indicate the number of committee votes:

For _____ **Against** _____ **Abstained** _____

B. Summarize the rationale for committee's recommendation.

C. Summarize the minority view, if applicable.

Applicant's Name: _____

Promotion and Tenure Committee Sign-Offs

***Signature of Departmental Committee Members**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

*** In addition to the signature, please type the committee members' names below signature line.**

DEPARTMENTAL CHECKLIST FOR TENURE AND PROMOTION

Applicant _____ College _____

Department _____ Year _____

A. Eligibility	Yes _____	No	Comment
1. Does the applicant:			
a. Have full-time faculty status?			
b. Hold rank of _____ Assistant, _____ Associate, or _____ Full Professor?			
c. Teach credit courses half-time or more?			
2. Does the applicant hold the earned doctoral degree or equivalency in the principal area of responsibility?			
3. Has the tenure applicant satisfactorily completed five years of continuous full-time, active service in professorial rank at JSU? (Indicate year of appointment in comment section)			
a. Was any prior service credit awarded toward tenure? Indicate number of years and include documentation of such.			
b. Was faculty classification teaching load met?			
(1) College dean (3 sh instruction per year)			
(2) Associate or Assistant Dean (3 sh per semester)			
(3) Department Chair (6 sh per semester)			

B. Promotion and Tenure Process	Yes	No	Comment
4. Has the promotion applicant completed five* years of continuous, full-time active wervice in professorial rank since the last promotion? Indicate year of last promotion. (*four years for faculty hired prior to AY 05-06)			
5. Is continuous funding for this position expected?			
B. Promotion and Tenure Process	Yes	No	Comment
1. The Departmental Promotion and Tenure committee was composed of tenured and hold at least the same rank or above as the applicant, excluding the chairperson. If no, please explain in the comment section.			
2. The Departmental Chairperson completed an independent evaluation.			

I certify that this information is accurate and based upon valid documentation.

Signature: _____
Department Chairperson Date

PROMOTION AND TENURE RECOMMENDATION SUMMARY (PTRS)

Applicant's Name: _____

Promotion/Tenure Recommendations at Various Levels	Promotion Recommended		Tenure Recommended	
	YES	NO	YES	NO
Chair, Department Committee _____ Signature Date				
Department Chair _____ Signature Date				
Chair, College Committee _____ Signature Date				
College Dean _____ Signature Date				
Vice President for Academic Affairs _____ Signature Date				

Approved/Disapproved: _____
President Date

Promotion and Tenure Evaluation Review (PTER)

Department Chair's Form

Applicant's

Name: _____

I. Professional Collegiality (since last promotion or appointment)

Signature

Date

Promotion and Tenure Evaluation Review (PTER)

Department Chair's Form

Applicant's

Name: _____

II. Academic Citizenship and University Service (since last promotion or appointment)

Signature

Date

Promotion and Tenure Evaluation Review (PTER)

Department Chair's Form

Applicant's

Name: _____

IV. Teaching and Advising Excellence (since last promotion or appointment)

Signature

Date

Promotion and Tenure Evaluation Review (PTER)

Departmental Chair's Form

Applicant's

Name: _____

V. Research, Scholarly and Creative Activities (since last promotion or appointment)

_____ **Signature** **Date**

Promotion and Tenure Evaluation Review (PTER)

Department Chair's Form

Applicant's

Name: _____

IV. Service and Professional Activities (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Committee's Form

Applicant's

Name: _____

I. Professional Collegiality (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Committee's Form

Applicant's

Name: _____

II. Academic Citizenship and University Service (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Committee's Form

Applicant's

Name: _____

III. Teaching and Advising Excellence (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Committee's Form

Applicant's

Name: _____

IV. Research, Scholarly and Creative Activities (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Committee's Form

Applicant's

Name: _____

V. Service and Professional Activities (since last promotion or appointment)

Signature

Date

COLLEGE COMMITTEE RECOMMENDATION SUMMARY (CRS)

I. Indicate the number of committee votes:

For _____ Against _____ Abstained _____

B. Summarize the rationale for committee's recommendation.

C. Summarize the minority view, if applicable.

Applicant's Name: _____

COLLEGE PROMOTION AND TENURE COMMITTEE SIGN-OFFS

***Signature of College Committee Members**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

Signature **Date**

*** In addition to the signature, please type the committee members' names below signature line.**

COLLEGE COMMITTEE CHECKLIST FOR PROMOTION AND TENURE

Applicant _____ College _____

Department _____ Year _____

Process and Procedures	Yes	No	Comment
The College Committee consisted of four to seven tenured members, at the rank or greater than the rank for which the candidate is applying.			
The Associate or Assistant Dean chaired the committee.			
All processes and procedures have been properly completed at previous levels.			

Signature: _____

College Committee Chairperson

Date

PROMOTION AND TENURE REVIEW (PTER)

College 's Dean's Form

Applicant's
Name: _____

I. Professional Collegiality (since last promotion or appointment)

Signature **Date**

PROMOTION AND TENURE REVIEW (PTER)

College Dean's Form

Applicant's

Name: _____

I. Academic Citizenship and University Service (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Dean's Form

Applicant's

Name: _____

II. Teaching and Advising Excellence (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Dean's Form

Applicant's

Name: _____

III. Research, Scholarly and Creative Activities (since last promotion or appointment)

Signature

Date

PROMOTION AND TENURE REVIEW (PTER)

College Dean's Form

Applicant's

Name: _____

III. Service and Professional Activities (since last promotion or appointment)

Signature

Date

Dean's Recommendation Summary (DRS)

Summarize the rationale for recommendation

Applicant's Name: _____

Dean's Signature: _____