

Tenure and Promotion Taskforce: Candidate and Committee Guide

Candidate

Basic information

- ☐ Review university, college, and departmental guidelines and policies
- ☐ Review departmental criteria describing scholarly / professional / creative work of faculty
- ☐ Review letter of appointment
- ☐ Review specific assignments of candidate and supporting documentation
- ☐ Review procedures for documenting and evaluating the professional work of faculty including teaching, service, and scholarly activities

Information for the Candidate

- ☐ Type of documentation the committee expects
- ☐ Guidelines / structure of the portfolio and what to include
- ☐ Specific steps that will be followed
- ☐ Criteria that will be used to assess the quality of the materials provided
- ☐ Other resources (e.g. TILT, other professional development opportunities)

Committee(s)

General

- ☐ Required materials have been submitted
- ☐ Review the candidate's letter of appointment and statement(s) of responsibility
- ☐ In the case where institutional procedures, requirements, or policy has changed, the candidate and committee are aware of the standards that must be met

Teaching

- ☐ Clearly stated learning outcomes with appropriate assessment procedures
- ☐ Effective and appropriate use of technology
- ☐ Appropriate mix of alternative learning strategies
- ☐ Good organization of subject matter and course

- ☐ Effective communication
- ☐ Knowledge of and enthusiasm for the subject matter and teaching
- ☐ Positive attitude toward students
- ☐ Fairness in assessment and grading
- ☐ Flexibility in approach to teaching

Advising

- ☐ Accessibility
- ☐ Quality of interchange
- ☐ Knowledge

Service (Disciplinary / Non-disciplinary)

- ☐ Range and significance of activities
- ☐ Quality of participation

Scholarship

- ☐ High level of discipline-related experience
- ☐ Breaks new ground or is innovative
- ☐ Can be documented
- ☐ Can be peer-reviewed
- ☐ Supports undergraduate research opportunities