

September 15, 2014

Memo From: Campus Tenure and Campus Promotion Committees

The following document is intended to expand on and clarify instructions contained in the Faculty Handbook, especially Part III, to assist candidates for promotion and/or tenure in preparing their application packages. If there are any conflicts between this document and the Faculty Handbook, the Faculty Handbook takes priority. This document has been jointly co-written by the 2014-2015 Tenure and Promotion Committees and the Prescott Campus Chief Academic Officer.

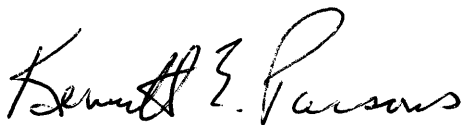
The goal of the tenure or promotion package is to communicate to reviewers. Ideally, the package should highlight and emphasize achievements or accomplishments including the significance of those events. In consideration of reviewers, the candidate should strive to communicate in a thorough but succinct manner. A well-organized package that follows the guidelines in this template will achieve that goal.

There should be both a hard-copy and electronic copy of the package. The electronic copy will be posted through the Prescott Campus Tenure and Promotion Academic Liaison for Information Technology.

To prepare a readable and professional package, the candidate should use Times New Roman 12 point font. Use subheadings to organize elements of each section and to aid the reviewer in examining the package. The electronic format with proper pagination should be a PDF file.



Richard Bloom
Chief Academic Officer



Kenneth E. Parsons
Chair, Campus Tenure Committee



Eileen E. Landis-Groom
Chair, Campus Promotion Committee

Pages 1 and 2

The Faculty Handbook, Part 3, Attachment I from the Faculty Handbook. Items 1 through 6 must be completed by the candidate. Items 7-12 will be included for completion by the required individuals.

Page 3

The College Dean's performance evaluation statement and recommendation limited to 3 pages in length.

(1) Candidate's Statement

Starting on page 4, this section can provide a narrative of the candidate's assessment of how the candidate's career and qualifications justify promotion and/or tenure. It should summarize and highlight achievements documented in sections (3), (4), and (5) and other sections as appropriate. Care should be taken to avoid unnecessary redundancy of information contained in the other sections of the package, e.g., a statement of teaching philosophy, but should serve to emphasize notable achievements. If tenure and promotion applications are being submitted simultaneously, the candidate's statement should be tailored to the individual packages emphasizing eligibility and qualification for tenure or promotion as appropriate.

The candidate should include a statement of how they will continue to be professionally productive if/when they achieve promotion/tenure. Quotations from the Faculty Handbook should be used to emphasize satisfaction of requirements. Short bulleted lists can be used to summarize/highlight notable achievements/qualifications.

4 page limit.

(2) Explanation of Status Toward the Terminal Degree or Equivalency

This section should include a list of degrees, dates, and awarding institutions. Official transcripts should not be included.

(3) Teaching

This section should begin with a summary of the content of this section and a statement of teaching improvement over time. A list of all courses taught and number of times taught should be included immediately following the statement of teaching improvement. The following information may be included, either chronologically or by class taught, as pertinent to supporting the candidate's statement/summary.

- Course development activities for new courses or course revisions.
- List of unique and exemplary activities accomplished by the candidate. Briefly describe or highlight the activities and explain how the activities contributed to an enhanced student learning experience.
- Classroom evaluations performed by the candidate's department chair, peers, or others.
- Actions taken by the candidate to improve and enhance classroom teaching skills, e.g., taking a short course intended to improve teaching methodology.
- Teaching awards or recognition. Full-page copies of certificates received for teaching activities or awards need not be included. Those certificates should be referred to in the text of this section.
- Sampling of student comments regarding teaching quality may be included if they are directly addressed by the candidate. Even negative comments can be included if the candidate can also describe actions taken to overcome the student objections.
- A syllabus for any new course developed or significantly revised course may be made available but not necessarily included in this section.

The candidate should not include non-unique documentation that does not show teaching pedagogy or improvement. It is recommended to limit this section to less than 15 pages.

(4) Scholarly and Professional Activity

This section should begin with a summary of the content of this section and a statement of significance to the candidate's development of scholarly and professional activity. The candidates should focus on how their activity will enrich the learning environment on campus, how their activity will enhance the status and reputation of the university, and how the activity will enhance the knowledge base of their fields. The candidates may also wish to include an assessment as to how promotion or tenure will contribute to future work in this area. A list of all citations should be included immediately following the statement. The following information should be included:

- Citations of scholarly publications in refereed journals, conference presentations, trade journals, or other media. These should be self-segregated by the candidate. For the most significant publications, the abstract may also be included with the citation. No more than one or two full-text articles may be included in this section, and they should best reflect the applicant's achievements at Embry-Riddle. Other full-text publications can be made available via hyperlink. (This will be facilitated by Scholarly Commons staff at the university level and by the Prescott Campus Tenure & Promotion Academic Liaison for Information Technology.)
- Citations of books or book chapters authored. For particularly noteworthy accomplishments, a copy of the title page may be included.
- List of professional conferences or workshops attended even if no presentation was made. However, an explanation of the significance of the conference/workshop should be included such as:
 - Information obtained that will keep the candidate current in the latest research and technology in their field.
 - Information obtained that will enrich the candidate's courses and teaching ability.
 - Professional networking that could be used in student research, lead to graduate school opportunities for students, influence future employers to consider ERAU graduates.
- A list of submitted grants, both internal and external, including whether the grant was funded or not. The candidate may also include grant writing workshops attended to show professional development.

- A list of reviews for a scholarly journal, published textbooks or other published media, experiences as an expert witness or professional commentator to the media.
- A list of membership in professional societies.
- A list of awards earned at professional conferences, from peer-reviewed journals, and professional societies.

The above list is not an exclusive list, but merely provides examples of scholarly and professional activity. The candidate should refer to the Faculty Handbook and to college-specific promotion and tenure criteria especially when preparing this section because there is such a wide variety of activity among academic disciplines that would qualify. It is recommended to limit this section to less than 15 pages.

(5) Service

This section should begin with a summary of the content of this section and a statement of how membership on committees or other service activities contributed to the positive function of the committee or successful completion of projects and events. This section details department, college, campus, university, and community service. The candidate should emphasize the following:

- Department Service, e.g., department committees, search committees, advising, course creation, course monitoring, undergraduate research.
- College Service, e.g., college committees, search committees, alternate senator, special projects
- Campus Service, e.g., campus committees, faculty senate and faculty senate committees, faculty advisors/instructors for honors students, IGNITE, accreditation, club advising.
- University Service, e.g., university assessment, accreditation, faculty representative to board of trustees, university committees
- Community Service
- National/International Service

It is recommended to limit this section to less than 15 pages.

(6) Record of Experience and Special Qualifications

This section should begin with a summary of the content of this section and a statement of the pertinent highlights contained in the subsequent documents. It would be appropriate for the candidate to include any professional experience and certification not elsewhere noted in the package.

It is recommended to limit this section to less than 15 pages.

(7) Other Pertinent Information

This section should begin with a summary of the content of this section including a list of the individuals that have provided letters of recommendation and their job titles. Letters of recommendation from ERAU colleagues, other professional colleagues, former students, or other persons who can attest to the candidate's qualifications for tenure and/or promotion can be included in this section. It is recommended to have at least 3 ERAU colleagues including 1 external to the candidate's college as well as professionals external to the university. Also to be included should be any unsolicited emails or correspondence that express appreciation for the candidate's skills/effort and a list of certificates and awards both internal and external to the university, e.g., scholarly speaking, service excellence award, certificates of appreciation, and researcher of the year. Physical copies of the certificates should not be included. It is recommended to limit this section to no more than 15 pages.

(8) Past Performance Evaluations

This section should begin with a paragraph summarizing the performance evaluations, which years are included, and who the raters have been. Include copies of the complete faculty performance review and evaluation form since employment or the last 5 years, whichever is less. In completing a performance evaluation, the faculty member should address the input provided by their department chair. The evaluations should be chronologically ordered. The candidate's annual self-assessment and performance plan should not be included. Information not included in a performance evaluation that the candidate deems pertinent should be included in section **(7) Other Pertinent Information**.

(9) Student Opinion of Instruction

This section should begin with a summary of the content of this section. This section should contain a graphical representation of student end-of-course evaluation questions or a description in prose of the results for the last three years including relevant comments.

1. My instructor distributed and followed a clear, well-organized course syllabus.
2. My instructor's methods and material help me learn.
3. Examinations/assignments reflect materials covered in the class.
4. My instructor challenged me to think critically and to express myself effectively.
5. My instructor shows an interest in and respect for me as a student.
6. My instructor responds to student questions and concerns in a constructive manner.
7. My instructor speaks clearly and is easily understood.
8. My instructor is well-prepared for class.
9. My instructor shows enthusiasm for and interest in the subject matter.
10. While it is difficult to compare instructors, especially in different subject areas, how would you rate this instructor on a comparative basis with other instructors?

This will be done on a semester-by-semester basis in chronological order for the past 3 years, and the graphical representation will be provided by Institutional Research. The raw data should not be included but the student comments should be made available via a hyperlink.

(10) Recommendation Statements

The college promotion or college tenure committee recommendation is inserted in this section.
The candidate does not include anything in this section.