Date:
To:
From:      Corinne Dempsey and Heather Lewis, Co-Chairs Committee on Rank and Tenure
Subject:   Tenure and Promotion Review Eligibility

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The Committee on Rank and Tenure wishes to inform you that you are eligible for tenure and promotion review during academic year, 2023-24. While the application process for tenure is required in the year you become eligible, you are not obligated to apply for promotion. Because of and as per the addendum to the faculty manual, faculty may opt to delay their tenure review for one year. Faculty applying for tenure and promotion to Associate Professor will submit a single tenure and promotion application. In order to carry out its review, the Committee needs to receive an electronic portfolio with the following materials:

1. A completed Tenure & Promotion Cover Sheet

2. A narrative which summarizes the <u>past accomplishments</u> and <u>future directions</u> of your academic career. This interpretive narrative should present an argument for why you should be considered for tenure and/or promotion to Associate Professor by

   a. addressing your excellence in teaching with specific examples of your success as well as your continued growth as a teacher,
   b. describing your scholarly, professional, and/or creative work,
   c. describing your service to your department and the college, and
   d. describing your service to your profession and/or the community (as it relates to your field of expertise).

   Narrative length should not exceed a 3,000 word count and should be composed in 12 point font and formatted as a pdf document.

3. An updated and complete vitae that clearly distinguishes the most significant professional accomplishments (e.g., peer-reviewed or juried publications, performances, exhibits, presentations). Please format as a pdf document.

4. Confidential letters of support from colleagues (college or field). These should be sent directly to the Office of the Vice President for Academic Affairs. We encourage you to ask your colleagues to send their letters as electronic attachments to VPAA@naz.edu.  It is typical to have 3-5 letters of recommendation for tenure orchestrated to address the spectrum of your teaching, your scholarly/ professional/creative work, your committee contributions, and service to the college, community, and your profession. Alumni who are able to attest to your professional expertise may submit letters of support, but you should not solicit letters from currently enrolled students.

5.  Appendices (OPTIONAL): As an option, you may submit a sampling of your scholarly/professional/creative work in support of your tenure narrative, preferably in electronic form. In addition, you may also consider including any course evaluations you wish to have reviewed (other than IDEA and CoursEval evaluations which will be provided by the Vice President for Academic Affairs). If you choose to send electronic appendices, please format as pdf document(s). Any appendices included must be referred to in the narrative, describing their significance.

The following documents are posted on the Academic Affairs website under "Promotion and Tenure Information," for your information and use:

• Cover Sheet
• Flow of Documents Used in Promotion and Tenure Review
• Submission Dates for Promotion and Tenure

Your electronic portfolio and any appendices should be submitted electronically to the Office of Vice President for Academic Affairs, c/o Laura Putnam, VPAA@naz.edu no later than 4:30pm on August 31, 2024.*

In a separate email, submit electronic copies of your vitae and narrative (as well as any appendices if you wish) to your department chair and to your dean. These documents will help your department chair, in consultation with senior faculty, and your dean in writing their recommendations.

I, or any member of the Committee on Rank and Tenure, will be happy to respond to any questions you may have. Members of the Rank & Tenure Committee: Corinne Dempsey and Heather Lewis Co-Chairs, Rui Cheng, Marjorie Roth, and Maureen Finney.

*If the date falls on a weekend or a college holiday, the deadlines would be adjusted to the following business day.

cc: