The Committee on Rank and Tenure wishes to inform you that you are eligible for promotion review during academic year, 2015-16. In order to carry out its review, the Committee needs to receive from you, through Dr. Sara Varhus, Vice President for Academic Affairs, the following materials:

1. An updated and complete vita that clearly distinguishes the most significant professional accomplishments (e.g., peer-reviewed or juried publications, performances, exhibits, presentations).

2. A narrative summarizing the past accomplishments and future directions of your academic career and explaining why you should be promoted. This interpretive narrative should:
   a. address your excellence in teaching with examples as appropriate,
   b. describe your scholarly, professional and creative work, and
   c. describe your service to your department and the college, and
   d. describe 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. Narratives for promotion subsequent to the awarding of tenure should emphasize your accomplishments as related to the specific criteria at each rank. See the document, Rank and Tenure Committee’s Explication of the Faculty Manual Regarding Tenure and Promotion of Tenure-Track Faculty, for further information.

3. Any course evaluations you wish to have reviewed (other than IDEA or other college-initiated evaluations which will be provided by the Vice President for Academic Affairs); and

4. Confidential letters of support for promotion from colleagues (college or field). These should be sent directly to the Vice President for Academic Affairs or to the Chair of Rank and Tenure. It is typical to have 3-5 letters of recommendation for promotion orchestrated to address the spectrum of your accomplishments as related to the specific criteria at each rank, including: 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 never solicit letters from currently enrolled students.

You may submit a sampling of your scholarly/professional/creative work in support of your promotion narrative as appendices. Also, or instead, you may simply offer a list of additional available materials. The Committee may then request any material that will aid in making a recommendation. If you are including appendices, please refer to these materials in your narrative, describing their significance in your portfolio.

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

- Promotion Cover Sheet
- Rank and Tenure Committee’s Explication of the Faculty Manual Regarding Tenure and Promotion of Tenure-Track Faculty
- Flow of Documents Used in Promotion and Tenure Review
- Submission Dates for Promotion and Tenure.

In addition, you may also find it useful to review the Vice President of Academic Affair’s 2015 memorandum regarding the Criteria for Evaluating Faculty. This document is posted on the Academic Affairs website under Faculty Evaluation Information.

Your portfolio (without plastic sheet covers) should be submitted in a 3-ring binder to the Vice President for Academic Affairs on or before August 31, 2015. The Vice President will add to your materials the following: annual self-evaluations and data sheets, and IDEA and/or other college-initiated teaching evaluations. At the same time, please also submit electronic copies of your vita and narrative to the VPAA, your department chair, and your Dean. These documents will help your Chair 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: Jennifer Collins, Lisa Durant-Jones, Laura C.S. Jones, Heather Ames Lewis, Sara Varhus, and Ed Wiltse

cc: Department Chair / Dean