

Date:
To:
From: Lynn O'Brien, Chair Committee on Rank and Tenure
Subject: Promotion Review Eligibility

The Committee on Rank and Tenure wishes to inform you that you are eligible for promotion review during academic year, 2019-20. In order to carry out its review, the Committee needs to receive an electronic portfolio of the following materials:

1. A completed Promotion Cover Sheet
2. A narrative which summarizes the past accomplishments and future directions of your academic career. This narrative should present an argument as to why you should be promoted
 - 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. See the document, *Rank and Tenure Committee Explication of the Faculty Manual Regarding Tenure and Promotion of Tenure-Track Faculty*, for further information.

3. An updated CV that clearly documents your significant professional accomplishments. 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 promotion that address the spectrum of your teaching, scholarly/ professional/creative work, 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/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 should be referenced 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:

- Promotion Cover Sheet
- Rank and Tenure Committee Explication of the Faculty Manual Regarding Promotion of Faculty
- 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 4:30 pm on August 31, 2019.*

In a separate email, submit electronic copies of your CV 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: Connie Chau, Virginia David, Bryan Hunter, Thomas Lappas, Lynn O'Brien, and Andrea Talentino.

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

cc: Department Chair / Dean