

# **McNichols Promotion & Tenure (P&T) Presentation**

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# P&T Guidelines, Standards, Criteria

“Hired faculty shall receive, with their appointment letter, a copy of any **institutional**, **college/school** and **department** specific standards and criteria that will be used to evaluate their academic performance for purposes of reappointment, granting of tenure and/or continuing employment, and promotion.” (*Contract Bargaining Agreement*)

The candidate **should review** the specific criteria and guidelines for their Department/Discipline, their College/School, and the University.

P&T Guidelines can be found at:

**<https://www.udmercy.edu/academics/academic-affairs/>**

Promotion and Tenure Guidelines

# File Naming Conventions in Microsoft SharePoint

## When establishing naming conventions, consider the following tips:

- **Prioritize Short and Descriptive Names:** Concise names provide clarity and help users understand the contents of a file without needing to open it.
- **Avoid Special Characters and Spaces:** Eliminate any compatibility issues and ensure smooth file uploads and transfers by avoiding special characters and spaces in file names.
- **Limit file path to 400 Characters:** You should also be aware that in SharePoint the entire decoded file path, including the file name, cannot exceed 400 characters. This limitation ensures that file paths remain manageable and compatible within various systems.
- **Watch the file upload size:** There are restrictions on file upload size, with SharePoint Online having a maximum file size limit of 250 GB per file. It is important to note that the limit for sharing items may vary depending on the organization's settings.
- **Valid Characters:** In SharePoint, valid characters that can be used in file names are limited to letters and numbers, as well as some special characters like hyphens, underscores, and a handful of others (though be aware that underscores can visually get lost in the underline that is typically present on hyperlinks). These characters are considered safe and will not cause conflicts or issues within the system.
- **Invalid Special Characters** In SharePoint, there are certain special characters that cannot be used in file names. These characters are:
  - \ (backslash)
  - / (forward slash)
  - : (colon)
  - \* (asterisk)
  - ? (question mark)
  - " (double quotation marks)
  - < (less than)
  - > (greater than)
  - | (vertical bar)

# Dossier Content

## Section I – Candidate Overview

# Dossier Content

## Section I – Candidate Overview

1. Dossier Transmittal Form
2. Curriculum Vitae (refer to the [P&T handbook](#) for required content)
3. Annual Reports: In this folder, you should include
  - a [table for annual reports](#) (See Appendix 1 at the end)
  - copies of [ALL](#) annual reports w Chair's & Dean's comments and signatures.
4. Letters of Support: Internal Letters from Colleagues/Students.
5. Awards and Honors
6. Additional Information: In this folder, you should include
  - a 2-page (max) [cover letter](#) summarizing all your achievements in Teaching, Research, and Service
  - Optional: statement regarding gaps in productivity; modified teaching load; etc.

# Dossier Content

## Section II – Teaching

# Dossier Content

## Section II – Teaching

1. Teaching Statement
2. Course Syllabi
3. Sample Teaching Materials and Course Assessments
4. Peer Teaching Assessments & Evaluations
5. Student Course Evaluations/Student Reflections on Learning
6. Professional Development, Continuing Education

# Teaching – 2.1 Statement

## What to include in this folder

Your statement (2 pages max) should show your teaching excellence by:

- Discussing your pedagogical changes that occurred over the years
- Discussing development of new courses (departmental needs, core requirement, technological advances, etc.)
- Discussing evidence-based practices that stem from the



# Teaching – 2.2 Syllabi

## What to include in this folder

- 1- List the following (2 pages max):
  - **Highlights** of significant components of your syllabi (grading rubrics, service-learning component, flipped-class, etc.)
  - **Summary** of syllabi changes
- 2- Provide sample syllabi for the different types of courses you taught (e.g., lectures, seminars, studio, lab, independent study) and at least one syllabus for each course taught in the last five years

# Teaching – 2.3

## Sample Teaching Materials/Assessments

### What to include in this folder

- Provide samples of **teaching materials & assessments** from different courses.  
(e.g., prompt of case studies, lecture power points, project prompts and rubrics, homework samples, term paper samples and rubrics, exams & quizzes)

# Teaching – 2.4

## Peer Teaching Assessments/Evaluations

What to include in this folder

Provide **recent** teaching assessments/evaluations performed by peers consistent with your school/college guidelines

# Teaching – 2.5

## Course/Instructor Evaluations and Student Reflections on Learning

What to include in this folder

- 1- Summarize the [course](#) and [instructor](#) evaluation means in [a table](#) for all courses, all semesters (See Appendix 2 at the end)
- 2- Summarize the Student Reflection on Learning ratings.
- 3- Provide examples of students' comments, both positive and negative.

# Teaching – 2.5

## Course/Instructor Evaluations and Student Reflections on Learning

### What to include in this folder

**4-** Include a reflective statement that:

- addresses strengths and areas to strengthen
- addresses students' negative comments
- addresses missing actual course evaluations

**5-** Provide the actual course/instructor evaluations & student reflection on learning, with all comments. [CETL can help you locate and access your course evaluations if needed.](#)

- create a folder for each course that includes evaluations for all years:
  - Assistant Prof -- for all years of teaching
  - Associate Prof -- for all years since last promotion

# Teaching – 2.6

## Professional Development, Continuing Education

### What to include in this folder

- Provide a **list with dates** of Professional Development and Continuing Education attended with a brief description of the take-away points (what you learned from each).
- Provide evidence for Professional Development attended and Continuing Education Certificates.

# Dossier Content

## Section III – Research and Scholarly Activity

# Dossier Content

## Section III – Research and Scholarly Activity

1. Scholarship Statement
2. Copies of Publications and Scholarly Work
3. External Evaluators' Letters



# Research and Scholarly Activity – 3.1 Statement

## What to include in this folder

Your statement (2 pages max) should show your scholarly excellence by:

- Stating the focus of your research, describing your research (past, present, and future) and your research agenda and goals
- Highlighting the importance of your scholarly work and its impact on your discipline and area of study
- Clearly addressing how you met the research requirements based on your Dept and College P&T guidelines, including quantity and quality criteria

# Research and Scholarly Activity – 3.2

## Copies of Publications and Scholarly Work

### What to include in this folder

- 1- Cite [ALL scholarly work by categories](#) indicating:
  - Publication: peer reviewed/non-peer reviewed
  - Level of publications – High / Medium / Low (if applicable)
  - Funding: internal/external
  - Funding: role/percentage workload: include a description of your [contribution](#) and [involvement](#), if not the PI.

# Research and Scholarly Activity – 3.2

## Copies of Publications and Scholarly Work

What to include in this folder

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- Publication: peer review/non-peer review
- Level of publications – High / Medium / Low (if applicable)
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- Funding: role/percentage workload: include a description of your contribution and involvement, if not the PI.

# Research and Scholarly Activity – 3.2

## Copies of Publications and Scholarly Work

- 2- Research must be completed, published, and all authors properly cited  
(See Appendix 3 at the end)
- 3- Upload all publications (PDF format) – Do **NOT submit a link** to a journal publication since not everyone has access to the journal website
- 4- If a scholarly publication has been accepted for publication but not published at the time of dossier submission, an acceptance letter from the editor and a draft manuscript should be submitted instead
- 5- Upload all grant applications (PDF format)

# Research and Scholarly Activity – 3.3

## External Evaluators' Letters

- It is recommended that each candidate work with their Dean's Office to secure external reviewer letters of their [scholarly work](#), consistent with the criteria of their school/college.
- For Promotion to Full Professor, **3 External Letters** are required.
- For Tenure and Promotion to Associate Professor, the number of external letters depends on the College/School.
- External reviewers should be at arm's length and should evaluate and comment on the candidate's [scholarly work](#).

# Dossier Content

## Section IV – Service

# Dossier Content

## Section IV – Service

1. Service Statement
2. Evidence of Service Accomplishments

# Service – 4.1 Statement

## What to include in this folder

- 1- List all service activities in a [table](#) delineating Service to Dept, College, University, Profession, Community and [Years of service](#) (See Appendix 4 at the end)
- 2- Include a description and reflection on [significant ones](#) (2 pages max)  
Clearly indicate and explain **role/ contributions/ accomplishments:**
  - Dept / College / University Service
  - Professional Service
  - Community Service



# Service – 4.2

## Evidence of Service Accomplishments

What to include in this folder

**Evidence of service:** Group the documentation in **folders** according to levels: Univ/College/Dept/Profession/Community – Label folders and files accordingly

Types of Evidence:

- Letters from committee chairs, leaders, editors, administrators indicating years of service and level of involvement and participation (half-page w bullet points is ok). Ask for these letters early enough so you can upload them
- Include any outcomes, achievements, or committee products
- Annotated photographs of engaged service

Dossier Content

Other Considerations

# Other Considerations

- [YOU are your best advocate](#) – Make a strong case for why you deserve a promotion/tenure/etc.
- Be clear and concise in your statements. Use [Tables](#) to organize your dossier and your evidence.
- Include [ALL Annual Reports](#) (with chair/Dean's comments and signatures). Indicate any missing signatures or comments and explain if applicable.
- If you are missing an annual report, reach out to the [Office of Academic Affairs early](#). They can locate and email you what you sent them for that academic year.

# Other Considerations

- Be careful where you publish - some journal are **predatory**. IF you are not sure, ask one of our librarians. They can look up the journal and let you know.

There is a difference between **Publication Fees (OK)** and **Pay-to-Publish Fees (NOT OK)**.

- Candidates are **strongly** encouraged to have an open discussion with their chair and dean prior to registering their intent for applying for promotion to Full Professor.
- For promotion to **Full Professor**: applicant needs to **demonstrate continued Service and leadership** in Service to the University and College/School and Profession.

# Other Considerations

- Give your chair a list of **more names for External Evaluators than required** in case one evaluator misses the deadline to send in their letter.
- Have your Chair give the Evaluators a deadline of September 1<sup>st</sup> (for ex.) to make sure their letters arrive and are uploaded on time.
- For Promotion to Full Professor, you need **3** external letters regardless of the College/School.
- All External Evaluation Letters should focus solely on the candidate's scholarly work and describe the **quality** of the candidate's publications and their **impacts** on the research field.

# Other Considerations

- For early Tenure and Promotion, the petition deadline is **April 15**.
- Reach out to your **mentor or colleagues** for guidance and questions regarding your dossier. Ask them to check the dossier contents and get their feedback before the submission deadline.
- Review uploaded materials and make necessary changes before final submission: **September 15**. After Sept 15, nothing can be added or edited.
- If candidate holds an administrator appointment (chair, director, etc.), clearly distinguish contractual administrative duties from other service involvement.

# Appendix 1 – Table of Annual Reports (Sample)

Academic Year	Annual Report	Chair's Comments and Signature	Dean's Comments and Signature
2022 - 2023	Uploaded	YES	YES
2023 - 2024	Uploaded	YES	NO (Interim Dean did not sign or provide comments)
2024 - 2025	Uploaded	NO (Chair did not sign or provide any comments)	YES

# Appendix 2 – Table of Course/Instructor Evaluations & Student Reflection on Learning (Sample)

COURSE # and Name	Academic Year	Average Course Evaluations	Average Instructor Evaluations	Responses	Enrollment
<b>INF 4500</b>	2021 - 2022	4.12/5.0	3.75/5.0	10	28
<b>PRO 100 0</b>	2022 - 2023	3.88/5.0	4.27/5.0	14	22
<b>ABC 2500</b>	2024-2025	2.95/3.0	NA	15	18



# Appendix 3

List of Scholarly Work properly cited (e.g., APA, MLA, IEEE, AMA, Chicago) to include all authors

## RESEARCH PUBLICATIONS

→ SCHOLARLY PAPERS

→ BOOKS

→ BOOK CHAPTERS

→ DISSERTATION and MASTER'S THESES:

- Doctoral Theses
- Master's Theses

→ INVITED TALKS

→ REFEREED POSTERS

→ REFEREED ORAL PRESENTATIONS

→ NON-REFEREED PAPERS

## GRANTS FUNDED

## GRANTS NOT FUNDED

## PEDAGOGICAL PROPOSALS APPROVED

# Appendix 4

## List of Service (Sample)

### University

Committee Name	Years Served	Role
UDMPU Board	2021-2024	College XX Rep
MFA Program Review	2019-2022	Co-Chair

### College

Committee Name	Years Served	Role
Retention Committee	2023-2024	Member
Academic Affairs Committee	2018-2020	Chair

Similarly for Department, Professional Organizations, and the Community

QUESTIONS – Please email Alexa Rihana:

[rihanaa@udmercy.edu](mailto:rihanaa@udmercy.edu)