

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 and know** 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 (you fill out the top section only)
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 with explanation if signatures or comments are not available](#) (See Appendix in 1)
 - copies of [ALL annual reports](#) w Chair's & Dean's comments and signatures when available
4. Letters of Support: Internal Letters from Colleagues and Alumni students.
5. Awards and Honors
6. Additional Information: In this folder, you should include
 - a 2-page [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 – 3 pages) should show your teaching excellence by:

- Discussing pedagogical improvements or 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 learning outcomes and assessment

Please limit the content of this section to the points listed above.

Teaching – 2.2 Syllabi

What to include in this folder

1. List the following (2 – 3 pages):
 - **Highlights** of significant components of your syllabi (grading rubrics, service-learning component, flipped-class, etc.)
 - Summary of syllabi changes for repeated courses (as applicable):
(Improvement in teaching delivery or adjustment to course content . . .)
2. Provide sample syllabi for the different courses (e.g., lectures, seminars, studio, lab, directed study) you 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 teaching assessments or evaluations conducted in the past 3-5 years by peers or CETL, consistent with your school or college guidelines. Ideally, you should have 3 to 5.

Teaching – 2.5 (Part 1)

Course/Instructor Evaluations and Student Reflections on Learning

What to include in this folder

1. Summarize the [course](#) and [instructor](#) evaluation means, the [Student Reflection on Learning](#) ratings, for all courses, all semester in a table. (See Appendix 2)
2. Provide examples of students' comments, both positive and negative.
3. Include a reflective statement that:
 - addresses strengths and areas to strengthen
 - addresses students' negative comments
 - addresses missing actual course evaluations

Teaching – 2.5 (Part 2)

Course/Instructor Evaluations and Student Reflections on Learning

What to include in this folder

4- 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 your dossier submission for tenure and promotion to Associate Professor (starting in year 6).

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 – 3 pages) 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

Please limit the content of this section to the points listed above.

Research and Scholarly Activity – 3.2 (Part 1)

Copies of Publications and Scholarly Work

What to include in this folder

- 1- Cite [ALL scholarly work by categories \(See Appendix 3 for listing\)](#) 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 (Part 2)

Copies of Publications and Scholarly Work

- 2- Research must be completed, published, and all authors properly cited
- 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 PDF draft manuscript should be submitted instead.
(Conditional acceptance for publications will not be counted)
- 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 **ALL UNITS**.
- 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**.
- External Reviewers should include their CV when emailing their letter.

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 (start-end dates) (See Appendix 4)

- 2- Include a description and reflection on significant ones (2-3 pages)
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 (1 of 4)

- [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/evidence.
- Be careful where you publish, some journals are predatory. If you are unsure, consult one of librarians. They can review the journal and advise you. There is a BIB difference between [Publication Fees \(OK\)](#) and [Pay-to-Publish Fees \(NOT OK\)](#).
- Include [ALL Annual Reports](#) (with chair/Dean's comments and signatures). Indicate any missing signatures or comments and state why 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 (2 of 4)

- When applying for **Full Professor**, include all materials that were not part of the dossier you submitted for your tenure and promotion to Associate Professor (i.e., beginning in your 6th year).
- Candidates applying for Full Professor are **strongly** encouraged to have an open discussion with their chair and dean before applying for promotion and to notify them of their intent by May 15. Registering intent is not binding if the candidate later decides not to proceed with the application.
- 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 (3 of 4)

- Provide your Chair or Dean's Office with **more External Evaluators names than required**, in case any evaluator misses the letter submission deadline. Submit these names by May 15 to allow sufficient time to contact the evaluators.
- Have your Chair/Dean's office give the Evaluators a deadline of September 1st (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 (4 of 4)

- 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)

If you don't have an annual report that includes the Chair's or Dean's comments, you may request a copy from the Office of Academic Affairs. If you submit an annual review without those comments and the Provost's Office also does not have them on file, please include an explanation as outlined below.

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 OR School doesn't have a Chair)	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
INF 4500	2021 - 2022	4.12/5.0	3.75/5.0	10	28
PRO 100 0	2022 - 2023	3.88/5.0	4.27/5.0	14	22
ABC 2500	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