

**“Table of Contents” - Outline of Promotion and Tenure Document**

Item	Person Responsible	Counts Toward 40-page Narrative
<p>Signature page for SOE Faculty</p> <p><i>[Dean’s summary evaluation statement is typically added here]</i></p> <p><i>Note. This is a suggested sequence for the materials in this introductory section; other sequences within this section may be more appropriate for a particular candidate.</i></p>		
Form – p. 1 - “Recommendation for Promotion and Tenure” (with sections to be completed by Department Head/Chair and Dean)	Candidate, Department Chair, and Dean	
Form – p. 2 – Name, education, previous positions, etc.	Candidate	
Statement of “Primary Responsibilities” (see bottom of p. 2)	Department Chair or designate	
Statement of “Background Information about the Candidate’s Field, Department, and Career Pattern” (see bottom of p. 2)	Department Chair or designate	
Form – p. 10 – “Signature Sheet” (includes signatures of candidate and Departmental faculty)		
Department Chair’s summative evaluation of candidate	Department Chair	
Curriculum Vita of candidate	Candidate	
<b><u>Section I - Teaching</u></b>		
Candidate’s narrative “Statement of Teaching Activities” (e.g., philosophy of teaching, approaches used, how teaching has evolved, etc.)	Candidate	✓
<p>Candidate’s response to the items under this section on the form</p> <ol style="list-style-type: none"> <li>1. Instructional responsibilities (courses taught, etc.)</li> <li>2. Contributions to curriculum development and evaluation in specific programs</li> <li>3. Summary of activities in undergraduate advising</li> <li>4. Summary of activity, if applicable, in direction of graduate research, theses, dissertations</li> <li>5. Other relevant instructional responsibilities such as workshops, short courses, extension courses, etc.</li> <li>6. Recognition or awards for outstanding teaching</li> </ol>	Candidate	
<u>Evaluation of Teaching</u> Peer reviews of teaching	Departmental Faculty	

Summary table(s) of student evaluations and representative student comments (or this can be in an appendix)	Candidate	
<i>Summary evaluation of teaching by a Departmental faculty member at appropriate rank, including statement of evaluation procedures used in the Department</i>	Departmental Faculty	
<b><u>Section II - Research</u></b>		
Candidate's narrative "Statement of Research and Creative Activities" (e.g., description of research agenda, achievements to date, short and long term goals, etc.)	Candidate	✓
<p>List of candidate's research/publications and other scholarly work:</p> <p>1. Chronological list of refereed publications activities, per requested outline format (e.g., chronological list of refereed/juried publication). Make clear author order. Insert as appropriate line such as the following:  <b>[Initial Appointment as Assistant Professor at UNCG]</b>   <b>[Promoted to Associate Professor with Tenure]</b></p> <p style="padding-left: 40px;">a. published  b. accepted (attach evidence)  c. submitted for review</p> <p>2. Chronological list of <u>non-refereed</u> publications, per above</p> <p>3. Chronological list of <u>presentations</u>, per above</p> <p>4. Chronological list of <u>grants</u>, per above  a. from UNCG  b. from external agencies/organizations</p> <p>5. Chronological list of <u>honors, recognitions, and awards</u></p> <p>6. List of <u>works in progress</u>, to be completed within next 12 months</p>	Candidate	
<i>Summary evaluation of research by a Departmental faculty member at appropriate rank</i>	Departmental Faculty	
<b><u>Section III - Service</u></b>		
Candidate's narrative "Statement of Service Activities" (e.g., focus of activities, relationship to teaching and research, if any, etc.)	Candidate	✓
<p>Summary list of service activities, per requested format/order</p> <p>1. University Service  a. University at-large  School of Education  Department  b. Student advising (if not already in teaching)  c. Continuing education offerings (if not already in teaching)</p> <p>2. Professional service and organizational leadership/membership</p> <p>3. Community service at the local, state, regional, national, international level(s)</p>	Candidate	
<i>Summary evaluation of service activities by a Departmental faculty member at</i>	Departmental	

<i>appropriate rank</i>	Faculty	
<b>Section IV – Directed Professional Activities</b> (if applicable)		
Candidate’s description of directed professional activities	Candidate	✓
<i>Summary evaluation of directed professional activities by a Departmental faculty member at appropriate rank</i>	Departmental Faculty	
<b><u>For promotion and tenure to associate professor and promotion to full professor, the following section also is needed here. This section is NOT included in reappointment papers.</u></b>  <b><u>External Review</u></b> *Copy of letter sent by Department Chair to external reviewers (one copy of form letter) *Letters from each external reviewer, followed by their CV or summary of their accomplishments/stature/etc. written by Departmental faculty member  <u>Note.</u> Per guidelines, these letters are not confidential (candidates can read them) and the external reviewers should be “impartial.”	Department Chair	
<b><u>Section V</u></b>		
<i>Overall summary statement, typically by Department Chair (but placed in the intro section for easy access)</i>	Department Chair	
<b><u>Section VI</u></b>		
Form – “Dissenting Opinions (if applicable)”	Chair of Departmental Promotion and Tenure Committee and/or Chair of SOE Promotion and Tenure Committee	
<b><u>Appendices</u></b> (for all candidates)	Candidate	
(These are in the same notebook or a separate notebook.) Appendix A – Summary table(s) of student evaluations of teaching, supervision, etc. Appendix B – Sample syllabi Appendix C - Research This may become several appendices, such as Appendix C – Publications Appendix D – Manuscripts “in press” Appendix E – Manuscripts under review Appendix F - Non-refereed publications		