

FORMAT FOR TENURE AND PROMOTION FILES

1. Each promotion or tenure file may consist of no more than two volumes, the first of which must be in electronic format. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single file is acceptable and both actions indicated on a copy of form F2.11. Separate appendices will not be accepted beyond the department level.

2. **VOLUME I** must be submitted in electronic format on a “jump” drive, with materials organized into virtual sections as indicated below. The applicant's name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly in the submission, and a copy of the home department's/college's most recent tenure and promotion guidelines document must be included in Section C.

Section A will include a current curriculum *vitae* in reverse chronological order. There must be clear delineation in the *vitae* as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed.

If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here. **NOTE:** Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7th year as an associate professor) must disclose that fact and include in the essay a justification based upon national/international stature in the discipline.

Section B The candidate may include an essay highlighting special accomplishments in reverse chronological order. The essay should provide an executive summary highlighting accomplishments in each area under consideration. Aim for no more than three double-spaced pages.

Section C will consist of evaluative letters originating at the various levels of review (e.g., departmental, school, college). Letters from external reviewers should be included in this section as well. It is strongly recommended that external letters contextualize accomplishments and disciplinary significance for a general audience.

Section D will consist of signed copies of all F2.08 forms since the candidate joined Lamar University if the action is tenure and/or promotion to the ranks of assistant or associate professor. Otherwise, include F2.08 for each year since last promotion. A scanned copy of the most recent departmental/college tenure and promotion guidelines must be included in this section.

Section E for tenure applications only, will consist of signed copies of the 2nd and 4th year reviews.

3. **VOLUME II** will be a standard size, three-ring binder with a spine of **no more than three inches**. The applicant's name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly on both the front cover and spine of the binder. It should contain all supporting documentation and be divided into four sections. The method of presentation of this material is left to the discretion of the candidate, but care should be taken to ensure that it can be handled easily by persons involved in the evaluation process. A table of contents may be included. It is recommended that pages within each subsection include a header or footer indicating the subsection and the page number, when there are multiple pages within a subsection, to facilitate replacement of pages removed from the binder. Bulleted lists are preferable to long narratives. A copy of the form F2.11 with the heading completed (i.e., through the item, “Number of Years in Current Rank at Lamar University”) *must* be placed in the front pocket of the binder or with holes punched in it and included at the beginning. This form is available online at: <http://facultystaff.lamar.edu/academic-affairs/forms/index.html>.

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since appointed or since the last promotion. A one-page executive summary of the section, table of contents, and/or a list in descending chronological order of accomplishments (teaching awards, fellowships, and other forms of recognition) with brief explanatory comments on the most significant should be included in the front of the section. Additional student evaluations, student comments, description of and results of other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional materials developed, description of special contributions made to course/curriculum development, one-page statement of teaching philosophy, etc., may be included.

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, reviews of creative work or books, copy of cover pages of books and book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc.

An executive summary explaining the significance of research, scholarship, or creative activity should be included. The executive summary for this section should list publications/performances/exhibitions, etc. (Books, Book Chapters, Refereed Journal Articles, Refereed Conference proceedings, and Refereed Conference Presentations, Juried Shows, Performances, etc.) in descending chronological order, funded grant proposals as PI and as co-PI in descending chronological order, non-funded grant proposals as PI and as co-PI in descending chronological order, and invited keynotes, lectures and seminars in descending chronological order. Presentations or publications that are a result of student mentoring should be highlighted separately. A separate section for grants may be included.

Section C - SERVICE. This section will include a summary of department, college, university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions. A list of service accomplishments, separated by University (Departmental, College, and University level), Community, and Professional, should be included at the beginning of the section.

Section D - STUDENT RELATIONSHIPS. This section will include a description of advising of undergraduates and graduate students; direction of thesis, dissertations, and undergraduate research, indicating presentations or publications with students; involvement with student organizations; study abroad programs; supporting students' efforts to secure jobs or graduate admission and funding; and other forms of support for students outside the classroom, along with documentation of the quality and effectiveness of these activities, including support letters from former students and from colleagues.

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