

February 12, 2007

Canisius College
Committee on Faculty Status
Suggestions for Assembling Material for Tenure and Promotion

The criteria for tenure and promotion are contained in the College's Faculty Handbook. It is the *individual's responsibility* to present appropriate information to support the request for tenure and/or promotion. The College does not have a specific format that it requires faculty to use for organizing the information submitted.

As a help to faculty some suggestions are offered below about organizing material. These are only suggestions and should not be taken to mean you must submit the particular item mentioned. The suggestions are offered in the recognition that committees may be more positively inclined to render a favorable decision if the information is presented in an organized and logical manner and reviewers can locate easily what they need to make decisions. However, the ultimate responsibility for choosing how to present the information is up to each faculty member.

General Suggestions for Working with Your Evaluation File¹

When materials are submitted to your evaluation file, they go into the file in chronological order and are numbered accordingly. This procedure makes it relatively easy to notice when something is missing. When it is time to organize your materials for promotion and tenure, you will temporarily reorganize materials so as to present your case to the Committee on Faculty Status as strongly as possible. The reorganization of your evaluation file may only occur under the supervision of and in space designated by the Academic Vice President or his designates.

During the process of review the information you submit goes through several offices and is handled by many people. It is possible for things to be rearranged as they are passed among locations and people. You can reduce the chance of this occurring by re-organizing materials from your evaluation file in three-ring binders, available in the Academic Vice President's office.

There may be two dozen or more faculty being reviewed at any one time. Consequently, there is a tremendous amount of information passing through the hands of reviewers. Labeling the spine of the binder with your name and the front of the binder with the type of contents makes it easy for everyone involved in the review process to find your

¹ Please note that items submitted to your evaluation file come from multiple sources: your dean, your department, the Committee on Faculty Status, and items that are submitted by the individual faculty member. According to the current Faculty Handbook, 6.2., "All members of the College community shall be free to submit for inclusion in this [evaluation] file whatever written documentation they judge relevant to decisions affecting the faculty status of any member of the faculty [. . .]." See the Handbook for the complete statement concerning conditions of including materials in any faculty member's evaluation file.

material. Each binder should have a table of contents indicating what it contains. Including tabs in binders to make it easy to find particular types of information is a good idea; e.g., refereed articles, book chapters, proceedings, performances, exhibitions, etc.

The Committee on Faculty Status *strongly* encourages you to organize your materials in two or more binders: one for Primary Materials and additional binders for Supporting Materials. Further, the Committee *strongly* encourages you to insure that the following items are in your primary Binder:

Primary Material – Binder 1

1A. Primary items that the faculty member submits to the file:

A table of contents of everything that has been submitted listed according to the binder in which it can be found.

A checklist that includes each of the items listed in your primary binder. This will include materials that are submitted to your file by your department, your dean, or the Committee on Faculty Status.

A current curriculum vitae that includes a detailed presentation of your teaching, scholarship and service record.

1B. Primary items that are submitted to your file by your department, your dean or the Committee on Faculty Status:

The department committee's recommendation for promotion and/or tenure.

The deans' recommendation for promotion and/or tenure.

Your yearly reviews: (1) The dean's yearly review and (2) the department's yearly review. The faculty member's response to each review (if necessary) may also be included as well.

Triennial reviews.

Yearly letters from the Committee on Faculty Status.

1C. Additional items that the faculty member submits:

A statement of your teaching philosophy.

A statement of your scholarship plan.

Any letters of support attesting to your teaching, scholarship, and/or service or anything else of this nature that you believe will be helpful to the reviewers.

Letters documenting classroom observations written by a colleague, the chairperson or the dean are common in some areas of the College.

Miscellaneous letters, memos, or other documents. If appropriate, any letters containing information you feel reviewers should know.

Supporting Material – Supplemental Binders.

A **table of contents** listing the contents to whatever degree you think is necessary.

Teaching

You should include sufficient numbers of teaching summaries to support “your particular case²”.

You should include sufficient numbers of actual teaching evaluations to support your particular case.

You may, if appropriate, include representative syllabi and assignments.

Scholarship

Sufficient examples of scholarship to support your particular case, organized logically; e.g., **refereed articles, book chapters, proceedings, posters, other publications** (e.g., newsletters, editorial papers or introductions to special issues of journals) etc. In some areas of the college, recognition of scholarship that is appropriate may include jury shows, judged competitions, performance-related events, special shows, and public readings of work. It is the responsibility of the faculty member to appropriately present and categorize his or her scholarship. Faculty members are advised to consult with their respective departments regarding appropriate scholarship and appropriate representation and categorization of such work.

Please note that due to space limitations, faculty members are advised to use and rearrange the existing copies of scholarship papers and materials that have already been placed in their file. Please do not insert additional copies. If a work has been updated, from manuscript version to published copy, you may, with the proper permission of the Vice President’s office, replace the older version.

Service

Sufficient examples of service to support your particular case, **organized logically; e.g., by department, school, college, and community**. This information could be committee charges, committee reports, letters of thank you, newspaper articles mentioning the committee or anything else you think may be helpful.

² “Your particular case”: Please refer to the Faculty Handbook regarding expectations for promotion to the different ranks and for the awarding of tenure.