

PROMOTION/TENURE PROCEDURES  
THE UNIVERSITY OF TENNESSEE AT MARTIN

Application Format

Each candidate for promotion and/or tenure is responsible for providing evidence in support of his/her candidacy. An application serves this purpose. The application consists of three parts:

- (1) a concise application statement (in memo form) to the department chair,
- (2) a vita in which the candidate presents evidence of achievement regarding teaching, scholarship, and service, and
- (3) a portfolio of materials which support the evidence presented in the vita.

Faculty should use the promotion/tenure criteria found in the Faculty Handbook when addressing the areas of teaching, scholarship, and service. More complete descriptions of each part of the application follow.

**Statement:** The first part of the application consists of a concise statement in which the candidate sets forth his/her perceptions of reasons he/she should be promoted and/or tenured. It is important that the statement be concise, related to the criteria, and supported by the evidence in the vita and the portfolio.

**Vita:** The vita is the second part of the application. It should follow the format of the University Faculty Resume as shown on the succeeding pages. The applicant should list any evidence regarding teaching, scholarship, and service in the format specified. Candidates for promotion and/or tenure should list evidence of teaching and service since employed at UTM. Evidence of scholarly/creative activity prior to employment at UTM may also be included.

**Portfolio:** The last part of the application is the portfolio. The purpose of the portfolio is to provide materials which support the achievements described in the vita. In all cases, these materials should be referenced to the vita through use of the same outline. For example, a folder in the portfolio labeled "IV.A" would contain copies of any articles or other scholarly activity listed in section "IV.A" of the vita. Portfolio materials should be in the same sequence as listed in the vita. The candidate is encouraged to include any materials he/she feels will support his/her case. The following are requirements/suggestions with regard to each of the three major categories.

Portfolio materials regarding teaching must include student evaluations and syllabi; they may include other supporting evidence such as teaching excellence awards, peer evaluations, letters of recommendation and copies of instructional materials developed. In the main, evidence of scholarship would include copies of the publications, papers, and reports listed. Wherever possible, original copies should be included. Portfolio materials relevant to service may take many forms. Feedback regarding the candidate's effectiveness and letters of recommendation would be two of the most common.

FORMAT FOR PROMOTION/TENURE VITA  
(Date Prepared)

I. Personal Information

Name  
Rank and tenure status  
Campus address

II. Educational Credentials

List colleges and universities attended with dates, degrees (most recent degree first), and discipline.

III. Employment History and Teaching/Advising

A. Employment History - Provide a chronology of professional employment (current position first), indicating years of employment, position title or rank, institution or agency, and geographic location. Include a description of responsibilities for university experience.

B. Teaching Accomplishments - List teaching activities since employed at UTM. Identify different courses taught by discipline name, course number, and course title.

Summarize evaluation of teaching effectiveness based on student evaluations. If available, also summarize results of peer, departmental, or other forms of evaluation.

C. Advising/Student Support - Describe advising responsibilities since employed at UTM (number of years involved, average number of advisees). Summarize any evaluation of advising effectiveness.

Describe any special formal support programs for students such as tutoring or study sessions.

IV. Scholarly/Creative Activities - List all scholarly/creative activities since employed at UTM.

A. Publications - List, with dates and other bibliographic data, appropriate scholarly publications. List items in the following sequence: publications in refereed journals (articles, reviews, technical reports--submit reprints); books or chapters in books; vanity press books and/or non-refereed journal articles; projects in progress.

B. Professional Presentations - List--with title, place, and date(s)--all academic program presentations at professional meetings--e.g., program workshops, speeches, and/or papers given.

C. Creative Activity - List (with dates and other pertinent data) all artistic exhibitions, performances, compositions, etc.; creative grants funded (agency, project, date, amount); projects in progress.

V. Faculty/Teaching Development Activities - List (with dates) all professional development activities

to improve your competence as a teacher since employed at UTM. Include off-campus and on-campus professional development workshops; new course development or significant course revisions; development of instructional materials; participation in multidisciplinary or other non-traditional innovations.

- VI. Service Activities - List all activities since employed at UTM.
  - A. Service to the Profession - List (with dates and current year first) all activities regarding service to the profession. Include professional consulting activities, offices held (with title) in professional organizations, etc.
  - B. Service to The University of Tennessee - List (with dates and current year first) all service to The University of Tennessee. Include membership on committees (note any positions held), extracurricular college student life activities, special projects in support of the university mission, etc.
  - C. Service to the Public Involving Professional Skills - List (with dates and current year first) all service to the public involving professional skills.
- VII. Professional Societies and Other Relevant Activities - List (with dates and current year first) memberships, any unique activities, attendance at professional society meetings, honors, and awards since employed at UTM.

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

**RECOMMENDATIONS SUMMARY**

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

UTM APPOINTMENT YEAR \_\_\_\_\_ COLLEGE \_\_\_\_\_

HIGHEST DEGREE EARNED/DATE RECEIVED \_\_\_\_\_ TENURE STATUS \_\_\_\_\_

CURRENT RANK: INSTR \_\_\_\_\_ ASST PROF \_\_\_\_\_ ASSOC PROF \_\_\_\_\_ PROF \_\_\_\_\_

YEAR PROMOTED/APPOINTED TO CURRENT RANK AT UTM \_\_\_\_\_

TOTAL YEARS IN CURRENT RANK AT ALL COLLEGES/UNIVERSITIES \_\_\_\_\_

TOTAL YEARS OF ACADEMIC EXPERIENCE AT UT SCHOOLS \_\_\_\_\_

TOTAL YEARS OF ACADEMIC EXPERIENCE AT ALL COLLEGES/UNIVERSITIES \_\_\_\_\_



		PROMOTION RECOMMENDED (Y/N)	TENURE RECOMMENDED (Y/N)
_____	Date	_____	_____
Departmental Committee, Chair*			
_____	Date	_____	_____
Department Chair			
_____	Date	_____	_____
College Committee Chair**			
_____	Date	_____	_____
Dean/Director			
_____	Date	_____	_____
Vice Chancellor/AA			
_____	Date	_____	_____
Chancellor			

\* Departmental Committee: indicate votes "for" \_\_\_\_\_ "against" \_\_\_\_\_ "abstention" \_\_\_\_\_

\*\* College Committee: indicate votes "for" \_\_\_\_\_ "against" \_\_\_\_\_ "abstention" \_\_\_\_\_

**DEAN/DIRECTOR RECOMMENDATION**

Promotion \_\_\_\_\_  
Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

A. Recommendation: For \_\_\_\_\_ Against \_\_\_\_\_

B. Rationale for Recommendation

**COLLEGE COMMITTEE RECOMMENDATION**

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

A. Indicate the number of committee votes:

For \_\_\_\_\_ Against \_\_\_\_\_ Abstained \_\_\_\_\_

B. Rationale for Recommendation

C. Committee Signatures

\_\_\_\_\_  
Chair/Date

\_\_\_\_\_

\_\_\_\_\_

**DEPARTMENT CHAIR RECOMMENDATION**

(Page 1 of 4)

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

A. Recommendation: For \_\_\_\_\_ Against \_\_\_\_\_

B. Rationale for Recommendation

**DEPARTMENT CHAIR RECOMMENDATION**

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Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

I. Teaching/Advising (since employed at UTM)



**DEPARTMENT CHAIR RECOMMENDATION**

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Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

II. Research/Scholarship/Professional Activities (since employed at UTM)

**DEPARTMENT CHAIR RECOMMENDATION**

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Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

III. University and Professional Service (since employed at UTM)

**DEPARTMENT COMMITTEE RECOMMENDATION**

(Page 1 of 4)

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

A. Indicate the number of committee votes:

For \_\_\_\_\_ Against \_\_\_\_\_ Abstained \_\_\_\_\_

B. Rationale for Recommendation

C. Committee Signatures

_____	_____
Chair/Date	
_____	_____
_____	_____
_____	_____
_____	_____

**DEPARTMENT COMMITTEE RECOMMENDATION**

(Page 2 of 4)

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

I. Teaching/Advising (since employed at UTM)

**DEPARTMENT COMMITTEE RECOMMENDATION**

(Page 3 of 4)

Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

II. Research/Scholarship/Professional Activities (since employed at UTM)

**DEPARTMENT COMMITTEE RECOMMENDATION**

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Promotion \_\_\_\_\_

Tenure \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

III. University and Professional Service (since employed at UTM)