

Tenure and Promotion Workshop

January 19, 2009

Sponsored by: The New Faculty Mentorship Committee and the Office for Teaching Excellence & Faculty Development

Panelist: Dr. Mike McAsey (Mathematics), Dr. Barbara Frase (Biology), Dr. Jannett Highfill (Economics), and Dr. Randy Carlson (Art)

An Overview of the tenure and promotion process was provided.

- All faculty should review the faculty evaluation and tenure and promotion process in the faculty handbook, available online at http://www.bradley.edu/academics/senate/handbook/Faculty_Handbook2008.pdf.

An overview of the AAUP (American Association for University Professors) was provided and its role in grievances related to tenure and promotion was discussed.

- Barbara Frase is the President of Bradley University's Chapter of the AAUP.
- Faculty are encouraged to be members of the AAUP.
- The Illinois Conference of the American Association of University professors website: <http://www.ilaaup.org/>
- The national AAUP website: <http://www.aup.org/AAUP/>

The following tips for applying for tenure were provided by the Panelists:

- Request information from your College and department for additional requirements and tips for the tenure and promotion process
- Review the Faculty Handbook regarding the Ombudsmen and the Committee on Tenure, Promotion and Dismissal for grievances related to the tenure and promotion process.
- Ask to see the binder of someone that recently achieved tenure and preferably someone in your department or in a similar area of knowledge.
- Organize your binder. It should be clear, yet simple. For example, make it easy to distinguish between publications that you had prior to and since working at Bradley University.
- Shorter is better- pay attention to the guidelines on page limitations.
- Do not include items such as a Christmas card from a student.
- Check with your Chair to determine if outside recommenders are allowed for the tenure or promotion process; do the same to determine if letters from other faculty and staff at BU. Acceptable letters should point to specific contributions that you have made and not just talk about how great you are.
- Teaching, research and service are expected; it is important to have some service that you can list (i.e. University committee participation)
- Make sure to do what is recommended on annual departmental faculty evaluations (i.e. obtain more peer-reviewed publications).

- At least in your 3rd year and beyond, periodically read the university (see faculty handbook), college, and departmental guidelines/procedure for tenure and promotion
- Make copies of important documents included in your binder prior to submission because some might be removed to include in your employee records
- You might not see all the support letters/recommendations sent forward at each step of the tenure/promotion review process but if any recommendations are negative at any step of the way, you will have the opportunity to respond