

Preparing the “Book of Tenure”

1. Be consumer oriented. You have an audience of 13. Department P & T, Chair, College P & T committee, Dean, Provost....many will not understand our areas of expertise.
2. Be organized. An easy to follow package is key. 2 binders. Use summaries and narratives (charts). Documents, actual SOS. One suggestion is to use color coded dividers and have the colors match the table of contents
3. Explain everything. Top journals in the area or if there is something outstanding. Have someone else look at it.
4. Start specific then go general. Make argument and provide evidence.
5. Start early. 3 folders from the beginning to organize items as they occur. (teaching, scholarship, service). Document everything. Conference presentations—rip out sheets from booklets.
6. Keep vita fresh and paper document for every item
7. Get requirements from on-line BU page, department, college

Organization

Easy to Understand

Set up so things can be skipped

Binder 1=lists, statement in each area (Teaching philosophy, etc.)

Binder 2=evidence of binder 1

Get to know people, so they will know you when they review your binders

Pdf files of scholarship in vita

Have chair write a letter with journal discussions

Table of contents

-nominating letter

-chair letter-requirements in each area

-prior tenure votes

-electronically <http://hilltop.bradley.edu/LangTenurePorfolio.pdf> is an example

-transmittal letters

-reports

-submission with department response

-articles can be shrunk and 2 pages to a side, double-sided