

UW Tacoma Promotion and Tenure File Creation Guidelines

Staff will create a folder for each faculty member up for review, within either the Mandatory or Non-mandatory folder in the AHR UWT School Share Drive folder for your respective School.

Each faculty folder should use the “P & T Folder Template.” This template is found in each School’s promotion and tenure main folder. The following folders are in all files:

- Internal Reviews and Recommendations
- CV, Narrative and Bibliography
- External Reviews
- Teaching Effectiveness
- Annual Conferences and Annual Activity Reports
- Scholarly Work and Publications (optional)
- Reappointment Review (mandatory files only)

Materials from Faculty Candidates:

Please do not create any subfolders within the folders listed above. This will make things more efficient as different individuals and groups review the file.

CV, Narrative, Bibliography

This folder should contain the CV, bibliography and the candidate’s narrative/self-assessment. Please use the following document labeling conventions:

- CV_ Candidate Last Name
- Bibliography_ Candidate Last Name
- Narrative_ Candidate Last Name

Regular Conferences and Annual Activity Reports

This folder should contain all regular conferences (since last promotion, if applicable), reappointment reports (excluding second-year pre-tenure reviews), merit reviews, yearly goals, sabbatical reports (if applicable), awards and honors, etc. Please use the following document labeling conventions:

- Date (month and year)_Type of Document (regular conference or annual activity)_Candidate Last Name

We must assemble the documents in date order. Clear labeling, with the date, is crucial.

Teaching Effectiveness

This folder should contain a summary table of all teaching evaluations (Excel table of courses taught and student evaluation scores), student assessment of teaching summary forms (numerical course evaluation summaries), graduate students supervised, collegial assessment of teaching (peer evaluations), and any additional teaching-related items the faculty member chooses to provide. Please use the following document labeling conventions:

- Teaching Evaluation Summary Spreadsheet _ Candidate Last Name
 - This should be in Excel format to be able to sort
- Course Evaluations_ Candidate Last Name
 - **Combine all evaluations into one PDF, in date order**
 - Each year of service must have teaching evaluations included
- Graduate Students_ Candidate Last Name (not required)
- Date (month and year)_Peer Evaluation_ Name of Evaluator_ Candidate Last Name
- If additional items submitted, please select a naming convention that clearly indicates the date and what the document is.

Scholarly Work and Publications

Faculty may choose to submit samples of scholarly work and/or publications. They should clearly label what each publication is. This is not required and specific samples of work are not required by the Provost. CV/bibliography must match titles and publication source of work. Scholarly work will not be included in the file submitted to the Provost, but will be available upon their request.

Materials School Provides:

External Reviews

This folder should contain a table of external reviewers provided by the candidate and provided by the review committee with names, qualifications and how/why they were chosen. This folder should also contain a sample letter from the dean/director requesting the review and 3 to 5 external review letters, the CVs of each external reviewers. Please use the following document labeling conventions:

- External Reviewer Spreadsheet_ Candidate Last Name
 - Excel Spreadsheet should include:
 - Reviewers identified by candidate
 - Reviewers identified by committee/Dean
 - Reviewers selected
 - Reviewer's position
 - Brief description of reason for selection
 - We do not need contact information of reviewers in this table
- Sample Request Letter_ Candidate Last Name
- Reviewer Name_ Letter_ Candidate Last Name
- Reviewer Name CV_ Candidate Last Name

Internal Reviews and Recommendations

This folder should contain TP forms, committee summaries to candidate, proof the summaries were sent from the School to candidates, acknowledgements from candidates of receipt of committee summaries, dean/director recommendations, APT recommendation, EVCAA/Chancellor letter, concurrence letter if faculty has adjunct appointment, and unit promotion and tenure guidelines. Please use the following document labeling conventions:

- TP#_ Candidate Last Name **(please combine TP form with report associated with it into one file i.e. combine TP4 form with TP4 summary by dean/director)**
- Review Committee Summary to Candidate_ Candidate Last Name

- School Communication to Candidate_Review Committee_Candidate Last name
- Candidate Response to Review Committee_Candidate Last Name
- Voting Faculty Summary to Candidate_Candidate Last Name
- School Communication to Candidate_Voting Faculty_Candidate Last name
- Candidate Response to Voting Faculty_Candidate Last Name

Reappointment Reviews

This folder should contain the reappointment review committee report, the eligible voting faculty discussion summary and report, and the Dean letter to the EVCAA. Please use the following document labeling conventions:

- Date (month and year)_Reappointment Review Committee Report_Candidate Last Name
- Date (month and year)_Eligible Voting Faculty Discussion Summary and Report_Candidate Last Name
- Date (month and year)_Dean Reappointment Recommendation Letter to EVCAA_Candidate Last Name

We no longer require all of the reappointment materials as they are included in the other document in the promotion and tenure files.

Joint Appointment (If applicable)

If candidate has a joint appointment these items are needed:

- Joint appointing unit chair/director/campus dean letter and review documents (if applicable).
- Include dean's/chancellor's letters, where candidate's secondary unit lies outside their primary school/college/campus), with vote counts separate from home unit votes.

Important Note:

Department Administrator: Please ensure that all 1460 Forms are on file in AHR for any work the candidate performed outside the University and is mentioned in the candidates P&T materials. The 1460 Form is not a part of the P&T packet however, if not on file with AHR, can delay the P&T process for the candidate.