

# GUIDELINES: FACULTY APPLICATION FOR PROMOTION

## GENERAL RECOMMENDATIONS

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A desire to make the promotion process more objective and data-based has led to the establishment of guidelines to help the applicant assemble the necessary documentation to make his/her case for promotion.

These guidelines have come from the Promotion & Tenure Adjudication (P&T) Committee's experience with the evaluation process. The committee realizes that some people may be uncomfortable with this process because they feel they are "bragging." Instead, we suggest that this process be viewed as "an opportunity to bring your accomplishments to the attention of those who need to know."

## REQUIRED APPLICATION MATERIAL

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**[1] Application for Promotion**

Your Dean should also receive a copy of the completed form, which is available online.

**[2] Current Curriculum Vitae**

This should be an up-to-date Vita that includes degrees, graduate study, jobs, experience, scholarly endeavors, etc.

**[3] Criteria for Faculty Evaluation**

See the *Faculty Handbook* (section 6.31). A typical length has been 1-2 pages, double spaced, for each subsection below. Be aware that some committee members may not know you directly and will rely heavily on this material. They may hear about you from others, but they are interested in what you have to say.

Teaching Effectiveness: Respond to the issues raised in this section of the *Faculty Handbook*. Summary data from student evaluations in the form of graphs or tables can be included here. (Actual printouts and comment sheets for the last two years should be appended. Don't forget to refer the reader to the appropriate appendix.)

Professional Development: Involvement in your professional association can indicate growth on your part. Mention how often you attend professional meetings, and if not, why not. How often do you rework or fine-tune your classes? How do you stay current or on top of your subject? Do you support the teaching seminars that are offered on-campus or off-campus? Have you applied for, and received a Faculty Development Grant? Have you attended Chautauqua type classes? What sorts of research or other scholarly development (e.g. music performance) have you done since your last promotion?

Institutional Service: Committee work and student advising should be addressed. Also, mention how you support chapel/convocation. Do you invite students into your home? Do you sponsor Tri-S trips? What duties do you have within your department? Do you teach Liberal Arts Seminar? How often do you talk with parents and prospective students? Do you act as a consultant to colleagues working on dissertations, etc.? Have you chaired or served on major standing committees? What initiatives have you taken?

Greater Community Service: Mention your involvement in your church. Have you coached athletic teams off campus, or contributed to social, charitable or service organizations? Mention the extent of your involvement, and the type of involvement.

**[4] Philosophical and Religious Fit**

How does your teaching philosophy fit with the mission statement of Anderson University? Are your standards commensurate with campus wide expectations? This should be autobiographical and should present your journey as a teacher, scholar, and member of this community. What do you value in this process? Section 3.0 of the Faculty Handbook is especially helpful in preparing this part of your application. Evidence for each of the relevant criteria listed should be presented. A typical length has been 1-2 pages, double spaced. Committee members unfamiliar with you will be very interested in your response here.

**[5] Reference Letters**

You may feel free to include reference letters from colleagues at Anderson University, and from others familiar with your work from other universities, etc.

**[6] Appendixes**

Put class evaluations, student comments, “overflow” letters (additional support that may be a little “overkill”) here

## **PROCEDURAL STEPS**

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Promotion materials are to be submitted through the “Faculty Portfolio” Canvas Course created for each faculty member. The completed portfolio course should be published no later than 5 p.m. November 1. The portfolio will thereafter be duplicated for the work of the P&T Committee.

Upon receipt of your completed portfolio, your respective Dean will request a letter of recommendation from your immediate supervisor. After reviewing the recommendation letter and your application for promotion, the Dean will make a recommendation to the Provost. The Provost will then consult with the P&T Committee and together, make a recommendation to the President (typically in January).

The Promotion and Tenure Committee  
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