

PROMOTION AND TENURE APPLICATION FORMAT THE UNIVERSITY OF TENNESSEE AT MARTIN

Each candidate for promotion and/or tenure is responsible for providing evidence in support of his/her candidacy. The application, which may be submitted in hard copy or electronically, serves that purpose and should include the following three components:

- (1) A concise application **statement** (in memo or letter form) to the department chair;
- (2) A **vita** in which the candidate presents evidence of achievement regarding teaching, scholarly/creative activities and service; and
- (3) A **portfolio** of materials which support the evidence presented in the vita.

Faculty should use the promotion/tenure criteria outlined 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 statement in which the candidate sets forth the reasons he/she believes 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 (the format for which is found on the Academic Affairs Policies and Documents Web page) and list specific evidence/examples regarding teaching, scholarship and service. While it is critical that candidates for promotion and/or tenure list evidence in all three categories specific to their service at UT Martin, evidence of scholarly/creative activities prior to employment at UT Martin may also be included.

Portfolio: The final part of the application is the portfolio, the purpose for which is to provide materials supporting the achievements described in the vita. In all cases, these materials should be referenced to the vita through use of the same outline numbers. For example, a folder in the portfolio labeled "IV.A" would contain copies of any articles or other scholarly/creative activity listed in section "IV.A" of the vita. Portfolio materials should be arranged in the same sequence listed in the vita.

The candidate should include any materials he/she feels will support his/her case. The following suggestions are provided to assist candidates with their submissions:

- Portfolio materials regarding **teaching** must include student evaluations and syllabi; they may include other supporting evidence such as teaching awards, peer evaluations, letters and copies of instructional materials developed.
- Evidence of **scholarship and creative activity** should include copies of publications, papers (with conference programs, if presented) and reports. If paper copies are submitted, originals should be included whenever possible.
- **Service** materials may take many forms. Letters of appreciation from organizations/individuals served are often submitted, as are programs and publications in which the faculty member's participation/membership are noted.