IDEA: Tenure & Promotion Planning Folder

Here's a way to get started on your tenure submission portfolio. You will probably not need all of the materials you collect, but better to have them and choose to omit them than need them and not have them. Not all of the items are relevant in all disciplines, and not everything is a requirement (many are optional). Your ultimate goal is to present your performance at WCU in the best possible light. Start with a multi-pocket folder labeled for each day of the month (1-31). You can also keep some of this online in a computer folder.

In the first few pockets put a copy of the Tenure policy, the Promotion policy (available on the Provost's website), the CBA or other relevant documents.

A. Introduction
6. Department Teacher/Scholar Model(s)
7. Statement(s) of Expectations
8. Job descriptions for alternative workload assignments (AWA forms, if any)
9. Annual updates to your curriculum vita
10. Annual Evaluations for all 5 years from Department Evaluation Committee, Department Chairperson, Dean.
11. Other notes
B. Teaching/Professional Responsibility
13. If you are a non-classroom faculty, seek out mentors who can conduct formative evaluations of your professional performance [can also do for classroom faculty]
14. Student Rating data (QUIC/SRIS) for each class in each semester (not summer)
15. If you teach education students STEF data
16. Peer [classroom] observations
17. Chair (or Director's) observations
18. Evidence of your teaching performance
19. Professional development activities (workshops or other means to improve your teaching, evidence of the outcome)
20. Other notes
C. Continuing Scholarly Growth
22. Regularly develop scholarship plans, schedules for submissions, etc. Review, save.
23. Make copies of all convention programs that list you as a participant (cover page, the page with you on it)
24. Save copies of acceptance letters, rejection letters, emails requesting copies of your scholarship, other evidence of your scholarly reputation.
25. Other notes
D. Service
27. Maintain a service vita describing your activities, your role, when the service occurred.
28. Request a letter from someone in a position to evaluate your contribution (e.g. committee chair)
29. Save flyers, programs, other evidence produced by you that showcase your contributions
30. Other notes

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