PREPARING & SUBMITTING ELECTRONIC PROMOTION & TENURE MATERIALS FOR TENURE TRACK FACULTY

TUESDAY, MAY 16, 2023

9:30 A.M. – 11:00 A.M.

UMASS LOWELL

Introductions

We want to know who's with us today, and for you to be able to reach out to your peers who are going through this process with you.

In the chat window, please share:
- Your department
- Promotion type
- Whether you plan to apply this year

Welcome!

Goals for today

- Have an operational overview of the process

- Consider how your materials will reflect the 2023-24 Provost's guidelines

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered

UMASS LOWELL

Goals

- Have an operational overview of the process

- Consider how the Provost's guidelines will help you construct your portfolio

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered

Electronic Submission is a Three-Step Process

Step 1: Request a folder on the P&T file share using the online request form at https://www.uml.edu/pandt by July 1, 2023.

Step 2: Create and refine two pdfs on your desktop—the main and supplemental files—using Adobe Acrobat DC throughout the summer.

Step 3: Upload your two completed PDFs to the file share between September 8 and September 18, 2023 at 5pm.

Operational Overview

Timeline: Your Actions

Now: Review 2023-24 guidelines; plan, create, and organize your materials; seek peer/mentor feedback

SEPT. **8**	Fileshare will be available for upload (Candidates with folders will receive an email reminder.)
SEPT. **18**	Deadline to upload main portfolio and supplemental materials PDFs by 5pm.

After 9/18: Track levels of review in the MSP schedule; submit responses/addenda as needed to PandT@uml.edu, CC Dep't Chair & Dean

Key Dates

9/18/23 5:00pm ET	Deadline for individuals to file for promotion and tenure and to submit all necessary supporting materials for Department Chairpersons.
10/2/23	Deadline for Chairpersons to submit all individual promotion and tenure materials (inclusive of external letters and reviewer information) for Department Personnel Committees.
10/23/23	Deadline for Department Personnel Committees to forward recommendations and personnel materials for Chairpersons.*
10/30/23	Last day for candidates to file responses to recommendations from Departmental Personnel Committees.**
11/13/23	Deadline for Chairs to forward recommendations and personnel materials for College Personnel Committees.*
11/20/23	Last day for candidates to file responses to recommendations from Chairpersons.**
12/4/23	Deadline for College Personnel Committees to forward recommendations and personnel materials for college deans.*
12/11/23	Last day for candidates to file responses to recommendations from College Personnel Committees.**

 * Recommendation letters must be emailed to each candidate with CC to pandt@uml.edu for upload.
** Candidates should email response letters to pandt@uml.edu for upload.

Key Dates, cont'd

1/8/24	Deadline for college deans to forward recommendations and personnel materials for the Rank and Tenure Committee.*
1/16/24	Last day for candidates to file responses to recommendations from Deans.**
2/1&2/24	University Rank and Tenure committee meets to review applications.
2/20/24	Deadline for University Rank and Tenure Committee to forward recommendations and personnel materials for Provost.*
2/27/24	Last day for candidates to file responses to recommendations from Rank and Tenure Committee.**
3/4/24	Deadline for Provost to forward recommendations and personnel materials for Chancellor.*
3/11/24	Last day for candidates to file responses to recommendations from the Provost.**
3/18/24	Deadline for Chancellor to issue list of recommended candidates for tenure and promotion (before appeals).*
3/25/24	Deadline for eligible candidates to submit appeal to Chancellor.
4/8/24	Deadline for Chancellor to issue final list of recommended candidates for tenure and promotion to the Board of Trustees (after all appeals have taken place).

* Recommendation letters must be emailed to each candidate with CC to pandt@uml.edu for upload.
** Candidates should email response letters to pandt@uml.edu for upload.

Goals

- Have an operational overview of the process

- Consider how the Provost's guidelines will help you construct your portfolio

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered

Provost's Guidelines

PDF#1: Main Portfolio Content

These materials may not be edited after the submission deadline.

- Cover page, to include:
  - name
  - present rank
  - department and college
  - date of appointment at the University of Massachusetts Lowell and rank awarded
  - number of years credited for prior service awarded at the time of hire, and promotions awarded at other institutions, if applicable
  - area of specialization within the discipline

- External Letter Waiver Statement ([Appendix 1](#))

- Candidate's List of Suggested External Reviewers ([Appendix 2a](#))

- Candidate's Curriculum Vitae (CV) (MSP contract Appendix A-9, Personnel Form #6)
  The CV is intended to provide the accomplishments of the candidate's entire career, including the specific details of accomplishments at UMass Lowell. Accomplishments from the period under review are typically provided in bold face type. There is no page limit for the CV.

- Candidate's Narrative—recommended length, approximately 5 to 7 pages

- Instructional Activity Chart ([Appendix 6](#))

- Research Funding Report ([Appendix 7](#)), provided by ORA if applicable

Provost's Guidelines

PDF #2: Supplemental Materials Content
These materials may not be edited after the submission deadline.

Required

- All annual or periodic evaluations by the Department Personnel Committee, department chair, and dean (include formal evaluations and classroom observations of teaching; exclude reappointment letters)
- Student evaluations from the period under review, **including scanned copies of all pages/sides of all completed evaluation forms**, including numerical ratings and written comments. (Per agreement with MSP faculty are not required to share evaluation results from Spring 2020, Fall 2020, and Spring 2021; candidates may include evaluations from these semesters if they wish.)

Optional

- Several samples of the candidate's most notable scholarly works
- Other supplemental content that significantly advances or illustrates the case that cannot be sufficiently expressed in the CV or narrative – in consideration of the readers, the candidate should include only the most critical items, and should label them clearly
- COVID-19 Personal Impact Statement

There is no preclusion of the candidate to include any item that they deem important. However, candidates are advised that reviewers are unlikely to put weight on ancillary material or documentation beyond what is indicated above. Accordingly, candidates are advised to focus their efforts to ensure that their narrative and CV are thorough and complete.

Preparing the Instructional Activity Chart (Appendix 6) and Student Evaluations

- Gather and organize early

- **Batch and scan; apply clear file names**

- Calculate averages, if needed

- Complete Appendix 6 –Instructional Activity Chart

Instructional Activity Chart (Appendix 6) Example

Instructional summary by semester for the period under review						
	Course Title	**Number and Section**	**Course Credits**	**Contact Hours**	**Enrollment**	**Average of Evaluation Items on a scale of 5** [1]
Fall 2019			10	12	110	4.36
	Intro to X	xxxx.1xxx-202	3	3	47	4.23
	Intro to X	xxxx.1xxx-209	3	3	44	4.1
	Advanced Y*	xxxx.4xxx-201	4	6	19	4.75
Spring 2020			12	12	127	4.16
	Intro to X	xxxx.1xxx-201	3	3	40	4.3
	Intro to X	xxxx.1xxx-204	3	3	46	4.41
	Intro to X**	xxxx.1xxx-301	3	3	22	3.78
	Topics in Z	xxxx.4xxx-201	3	3	19	4.81
TOTALS	**Unique Courses**	**Sections**	**Total Course Credits**	**Total Contact Hours**	**Total Enrollment**	**Overall Average of Evaluation Items** [1]
	3	7	22	24	237	4.34

* service learning course

** online course, overload

*** X% return <or other label>

[1] Items calculated: 1.Syllabus 2.Preparation 3.Assignments 4.Feedback 5.Engagement 6.Recommend

- Provide the basic data
- Include scale
- Indicate how the average was calculated
- Contact hours = weekly hours of class meeting
- Add notes as needed

Research Funding Report (Appendix 7)

- Names of candidates who have requested a file share folder are submitted to the Office of Research Administration on July 5.

- By mid-August, candidates who have funding managed by ORA receive a spreadsheet that will be included in PDF#1 as Appendix 7.

  - If you do not have funding with ORA, you will not receive a report and will not be expected to provide Appendix 7.

  - If you receive funding between mid-August and September 18, please contact Sonia_Ourique@uml.edu to request an updated report.

  - If you have questions about the report (or lack of), please contact Sonia_Ourique@uml.edu

Research Funding Report (Appendix 7) Example

- Appendix 7 scale is very small—by design
- No need to increase size
- Reviewers will zoom in to view

Goals

- Have an operational overview of the process

- Consider how the Provost's guidelines will help you construct your portfolio

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered

Promotion and Tenure File Share

The file share contains candidate folders sorted by college, last name, first name.

Each candidate folder contains three additional folders:

16
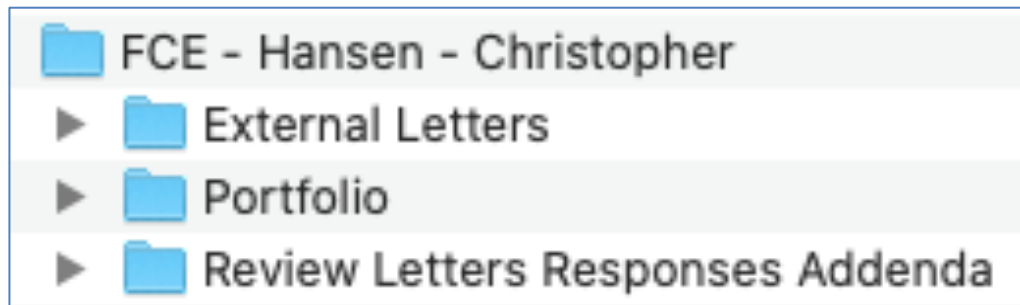
Promotion and Tenure File Share Structure

Folder #1
External Letters

Dept. Chair has write access and uploads all documents. Candidate does not have access.

Items include:
- Final copy - External Review Letters Waiver Statement
- Final copy - External Review Letters Evaluator Selections
- Department Chairperson's letter requesting the external review
- The external review letters
- External reviewers' CVs

Folder #2
Portfolio

Candidate has write access until September 18, when the folder will be "frozen."

After September 18, the candidate has read access.

Items include two PDF files:
1) Main Portfolio
2) Supplemental Materials

Folder #3
Review Letters, Responses, Addenda

PandT@uml.edu has write access and uploads all documents.

Items Include:
1) Review Letters
2) Addenda from Candidates:
- Publications accepted after final submission of the candidate's portfolio,
- Funded grant notices/awards after final submission of the candidate's portfolio, and
- Honors or awards received after final submission of the candidate's portfolio
3) Any candidate responses to recommendation letters by various levels of review.

Preparing Materials

- Update to Adobe Acrobat DC, if needed
- Create materials on your desktop
- Convert items to PDF as you go; name files for easy recognition/bookmarks
- Create two PDFs for submission: order of materials in each file should follow the guidelines
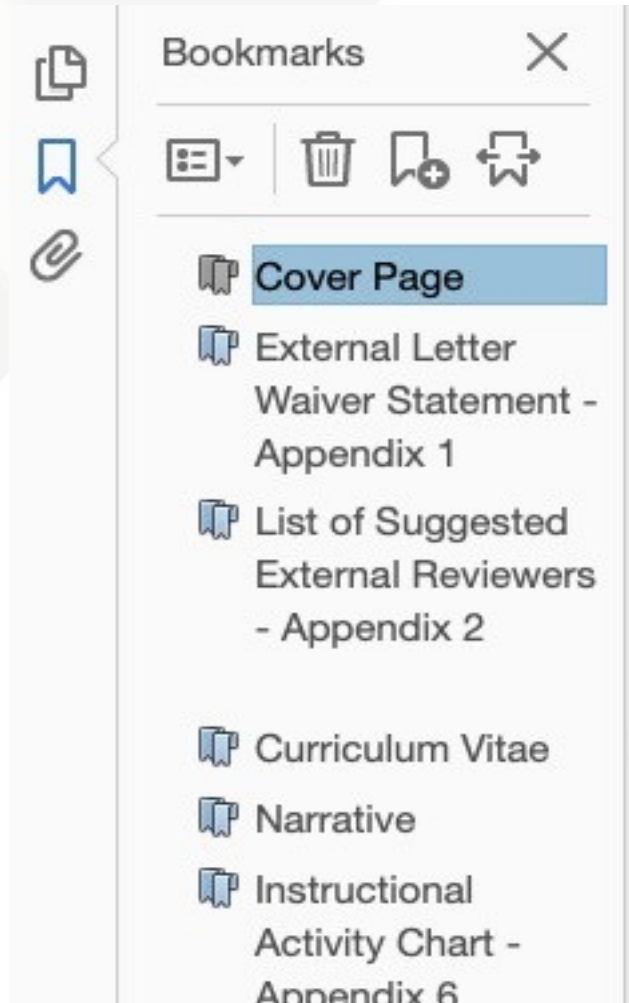- Clean up bookmarks list

Portfolio Creation
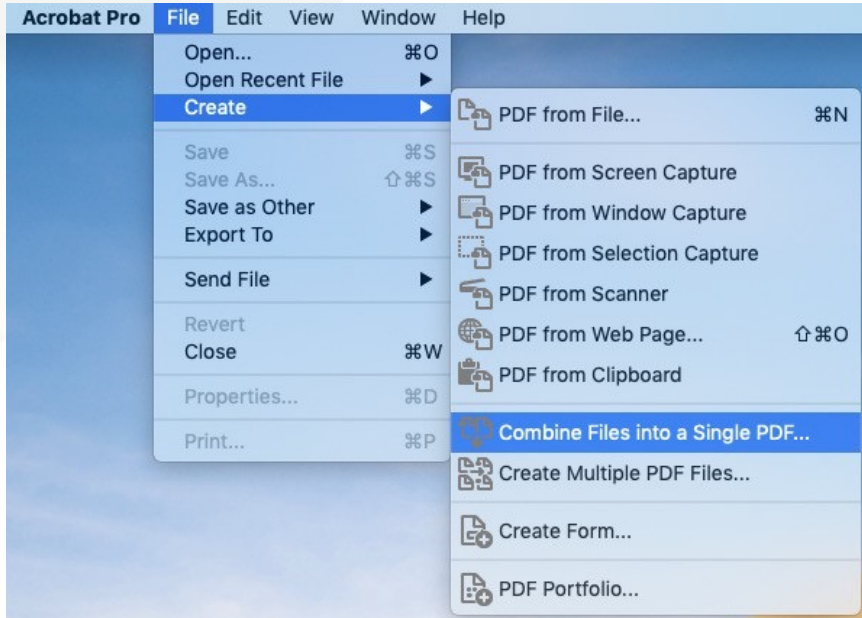
File →Create →Combine Files into a Single PDF

- Drag & Drop
- Reorder (Move Up/Down)
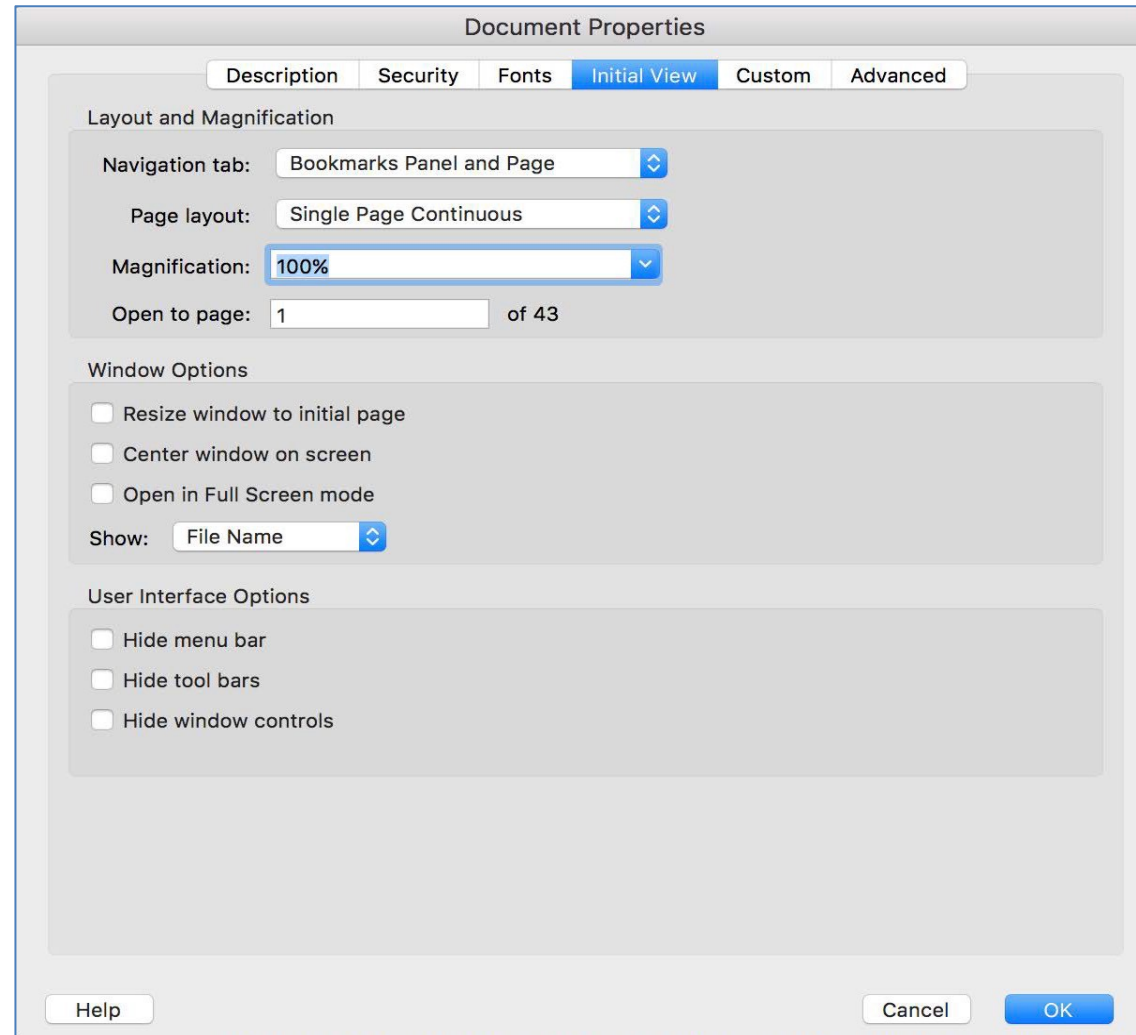- Select Combine
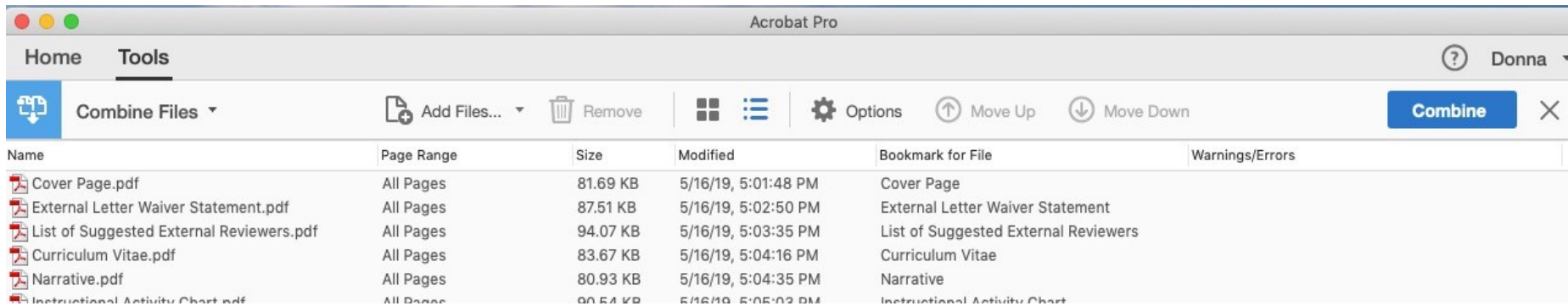
Portfolio Creation
(continued)

File names are automatically imported as bookmarks.

- Bookmarks can be edited
- Rearranging bookmarks ≠ rearranging pages
- Deleting bookmarks ≠ deleting pages

Portfolio Creation
(continued)

Set default initial view.

Readers expect this format.

Cleaning up your main and supplemental files

Materials cannot be edited after the submission deadline.

- Remove locked or password-protected PDFs

- Proofread carefully

- Check bookmarks and links

Goals

- Have an operational overview of the process

- Consider how the Provost's guidelines will help you construct your portfolio

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered

Who needs a fileshare folder?

As soon as possible (by **July 1**), submit a folder request at www.uml.edu/pandt if you are intending to submit materials this year.

By **September 8**, you will get an email confirming that the file share is available, with instructions for connecting from your PC or Mac.

Upload your two PDF files by:
September 18
at 5:00 p.m.

SEPT.
18

What if I change my mind?

- Any faculty member may remove their materials from consideration at any point.

- Faculty should consult with their Department Chair before submitting a request to withdraw.

- Please email PandT@uml.edu with a CC to your Department Chair to request to have your materials removed from consideration.

What happens after September 18?

- Department Chairs upload external review materials from September 19 through October 2.

- The first review begins at the Department Personnel Committee level on October 2.

- Candidates receive recommendation letters via email according to the P&T schedule deadlines.

- After September 18, the candidate may submit addenda to the process to share significant new updates.

Addenda

Candidate materials are "frozen" on Sept. 18 at 5:00 p.m.; updates can be included via addenda.

- Addenda should be submitted to PandT@uml.edu as a single PDF including:
    - A brief cover note
    - Addressed to the next level of review
    - Explanation of the addenda
    - Award or acceptance letter

- Only the candidate may submit addenda

Addenda (continued)

Addenda are limited to:

- Publications accepted after final submission of the candidate's portfolio

- Funded grant notices/awards after final submission of the candidate's portfolio. Include in your addendum cover note, as available, information that parallels the research funding report:
  - Project Role (PI, CPI, Key)
  - Departmental Credit (award %)
  - Credit Allocated Award
  - Total Award

- Honors or awards received after final submission of the candidate's portfolio

Candidate Response Letters (optional)

- Candidates may provide responses to recommendation letters.

- Response letters are optional and are used to clarify any inaccuracies or oversights in a recommendation letter.

- Address response letters to the next level of review.

- Submit to PandT@uml.edu in accordance with the P&T schedule.

Getting Help

- Our website: **www.uml.edu/PandT**
  - Provost's guidelines, calendar, user guides, and useful links

- Department Chair and Colleagues

- P&T Team Help session
  - Schedule early

- Email "hotline": **PandT@uml.edu**

Goals

- Have an operational overview of the process

- Consider how the Provost's guidelines will help you construct your portfolio

- Be familiar with the tools for preparing and submitting your portfolio

- Know how to get help

- Have your pressing questions answered