

## Tenure/Promotion File Guidelines

The following guidelines should help colleagues undergoing the tenure/promotion process create appropriate electronic files for their senior colleagues to review. Files should be organized in the following sequence:

1. Title Page
2. Table of Contents (must include links to items 3-8; must contain accurate page numbers for the beginnings of each section)
3. Introductory Material
  - A two-page, single-spaced introductory letter to tenured faculty (or to full professors, in the case of tenured associate professors applying for promotion) overviewing the past six academic years and goals for teaching, research/creative activity, and service. If applying for tenure, include reactions to continuance letters from previous years. Save the detailed response to SITES for section 4.
  - CV (Tenured associate professors applying for promotion should bold face all activity since their previous promotion.)
  - All continuance letters from previous years (for those applying for tenure and promotion to associate professor)
  - Up to three outside letters (from editors, professors from other universities, WKU professors from other disciplines, etc.)
4. Teaching Section
  - Cover page containing highlights of your accomplishments in the area of teaching (NOT a rehash of the introductory letter)
  - Teaching overview, including response to SITES from the six most recent years
  - Mentor letters (for those applying for tenure and promotion to associate professor)
  - Selected syllabi, assignments, exams referenced in letter and/or overview, new preps/assignments, material supporting reaction to continuance letters (if applying for tenure and promotion to associate professor), and notes from students
5. Publications
  - Cover page containing highlights of your accomplishments in the area of research/creativity (NOT a rehash of the introductory letter)
  - copies of or links to published/accepted articles/creative work
  - judiciously-selected excerpts of published/accepted books
  - abstracts of unpublished works under consideration for publication
6. Service Materials
  - Cover page containing highlights of your accomplishments in the area of service (NOT a rehash of the introductory letter)
  - Include developed materials (such as program development, handbooks, web pages)
  - DO NOT include documentation materials (such as flyers announcing programs you led, programs for events).
  - Make sure that all service activities are listed on CV (see #3)
7. Any difficult-to-categorize material that is necessary to make the case for tenure and/or promotion. (DO NOT include department head's evaluation reports, however.)
8. Appendix copies of SITES from the most recent six years

*If faculty members feel they cannot reasonably make their case for tenure and promotion within these constraints, they should not feel bound by them. Policies in the Faculty Handbook supersede our guidelines.*