



GUIDELINES FOR PROMOTION & TENURE PETITIONS

This guide will help you prepare your promotion and/or tenure (P&T) petition by outlining the required format. The promotion and tenure procedure of the College of Arts and Sciences (from the Faculty Handbook) are found on pages 3-6 of this document. Departmental P&T requirements may be found on the CAS website.

In petitioning for promotion and/or tenure you will be evaluated in the areas of teaching effectiveness, research and scholarship, and service. Each applicant's petition and supporting documentation will be reviewed by the following before a recommendation is made to the Washburn Board of Regents: the departmental committee, the department chairperson, the College Committee on Promotion and Tenure (CCPT), the College of Arts and Sciences Dean, the Vice President for Academic Affairs, the University Committee on Promotion and Tenure Standards, and the President.

Petition Format & Structure

Faculty activities and accomplishments will vary by discipline. However, there are universal elements that should be included in all petitions, and these are described below.

Your petition should be submitted electronically (e.g. flash drive, share drive, or OneDrive, in Word or PDF format) to the department chairperson by the deadline in the promotion and tenure timetable. It should be separated into two main parts:

1. A **Petition Narrative**, conveying descriptions of accomplishments in teaching, scholarly activity, and service. The petition narrative materials should be submitted in a single folder, organized as separate pdf documents. These documents should contain summary evidence, but not individual evidence documents.
2. **Supporting Materials**, containing evidence of accomplishments referred to in the narrative. These supporting materials should be contained within a separate file folder, organized with subfolders for evidence of accomplishments in teaching, scholarship, and service, respectively.

PETITION NARRATIVE

The Petition Narrative must contain, at a minimum, the following materials, presented in this order as separate pdfs:

Table of Contents

Fact Sheet (form is provided to all petitioners)

Current vita

Departmental Promotion & Tenure Criteria

Annual Evaluations by the Chair and Third-Year Review Evaluations

Summary of Evidence Related to Teaching Effectiveness, including:

- Teaching philosophy
- Description of courses taught and efforts in development/innovation of each
- Analysis of student perception survey results & other evaluative measures
- Incorporation of student and peer observation feedback into teaching development
- Professional development related to teaching
- Peer recognition and/or awards related to teaching

Summary of Evidence Related to Effectiveness in Scholarship and/or Research, including:

- Research/Scholarship philosophy
- Description of research/scholarly projects, appropriate for a general academic audience
- Research/Scholarly outputs, including significance and impact of work and how it was professionally reviewed/validated
(e.g. publications, presentations, exhibitions, performances)
- Grants and other sources of material support for scholarship
(describe amounts, funding sources and significance of awards)
- Professional development related to scholarship
- Peer recognition and/or awards related to scholarship

Summary of Evidence Related to Service Work, including:

- Service philosophy
- Departmental service accomplishments
- College/University service accomplishments
- Professional/disciplinary service accomplishments
- Community service efforts
(all described activities in the categories above should include time/duration of service, specific role/function and the impact of work on the campus, community or discipline)
- Peer recognition and/or awards related to service

Summarized Fulfillment of Criteria & Closing Statement

(This section should reiterate how the accomplishments described in each section of the petition meet the specific departmental criteria for tenure and/or promotion. Be sure to

specifically address any expectations communicated in Annual Reports and the Third Year Review)

SUPPORTING MATERIALS

Supporting materials must contain all evidence items cited in your petition narrative. Examples of evidence items include course syllabi, publication reprints, grant award letters, conference proceedings, letters of support, student perception surveys, etc. Evidence files should be organized and letter/numbered in the order in which they appear in the narrative, and each evidence item should be referred to in the petition narrative at the appropriate time (E.g. “In 2016, I published an article in the *Journal of Herpetology*, see Evidence File A-3 for a reprint”).

General Guidance & Expectations

Only Cite Accomplishments for the Current Evaluation Period

A petition is intended to cover only the period for which you are currently being evaluated. For tenure, this generally spans from the time of hire to the time that the petition is submitted, unless previous years of service at another institution are being considered. For promotion to professor, this is generally the period of time since promotion to associate professor. Sometimes it is necessary to discuss work done outside the evaluation period when describing one’s overall development as a teacher and scholar, but the accomplishments cited in fulfillment of P&T criteria should only be those that occurred during the evaluation period.

Provide Evidence for Every Claim

All assertions made, activities described, and accomplishments cited in the narrative should be supported by an evidence item found in the Supporting Materials. Conversely, do not include an evidence item in the Supporting Materials if it is not referenced in the petition narrative.

Link Accomplishments to Criteria

For each accomplishment cited, refer to the departmental criterion that it helps fulfill. Do this throughout the narrative and in the final summary section.

Indicate When and Where Activities and Accomplishments Occurred

For everything described in the narrative, provide dates. This will help reviewers appreciate the pace of your activities over the evaluation period and help you establish a record of sustained activity and accomplishment. If you are authorized to count work conducted at a previous institution (this is negotiated at the time of hiring), then you should distinguish accomplishments completed at the previous institution from those done at Washburn.

Establish Your Role in the Work Cited, and the Significance of Your Efforts

Ambiguity is not helpful to reviewers in determining the value of your work. If you published a paper or gave a presentation, how impactful was it? How prestigious is the journal or venue in

which it appeared? If you served on a board or committee, what was your role (chair? officer?) and what work did you contribute? These details will help reviewers appreciate what you've done and how it fulfills criteria. This is especially important for any work involving internal or external collaborators.

Have Your Petition Proofread and Reviewed

Reviewers will consider the quality and organization of your petition to be representative of the quality of work you describe within it. Proofread your documents and recruit other faculty (preferably those who've successfully achieved tenure and promotion) to do the same.

SUBMISSION OF THE PETITION

The petition and supporting documentation should be turned in to the department chairperson at the time requested in the tenure and promotion timetable. The department chairperson will provide adequate security for the petition, arrange appropriate access by the departmental committee, and transmit the committee recommendation, along with their own recommendation, to the CAS dean's office by the P&T timetable deadline.

UPDATES TO THE PETITION

A petitioner may not submit new information, nor modify information, after the petition is turned in; however, at any time throughout the review process, the petitioner may provide updates regarding work in progress that was already *submitted* at the time the original petition was turned in (e.g., grants; articles).