University of Maine
Guidelines for Promotion and/or Tenure Format

Introduction

This format must be used by all faculty members requesting consideration for promotion and/or tenure. Each completed application will be reviewed by the following groups/individuals. Upon completion of the process, the original application will be placed in the applicant’s official personnel file.

- The Departmental Promotion and Tenure Committee
- The Chairperson,
- The Dean
- The Provost
- The Provost’s Advisory Committee, and:
- The President.
- Positive tenure recommendations are then forwarded to the Chancellor’s Office and the Board of Trustees.

This format is designed to elicit as complete information as possible about the faculty member who is being considered for promotion and/or tenure. It is the faculty member’s responsibility to ensure that all appropriate and pertinent information is provided. Faculty members involved in interdisciplinary programs are encouraged to document these activities.

It is the responsibility of the Departmental Promotion and Tenure Committee, the Chairperson, and other University administrators to review and evaluate the material submitted by the faculty member in a manner consistent with the mission of the appropriate academic unit and the University. Criteria for promotion and tenure are available in the Handbook for the Faculty and Professional Staff and in the standards adopted by the colleges and departments which is available here.

Suggestions to Faculty for Preparing an Effective Application

- The promotion and tenure committee has access to your personnel file. Review it to make sure it is complete and up-to-date.
- The page limits suggested for sections of your promotion and tenure document are general guidelines. Please keep your document to a reasonable length while educating your reader regarding your discipline and accomplishments.
• Do not compare yourself to other faculty members. You are evaluated against University standards and the specific criteria in your units promotion and tenure guidelines, not against other faculty members.
• Follow the format exactly, using all the headings, even if the heading is not applicable, in which case, include the heading and follow it with the phrase “Not Applicable”.
• In the most common circumstances, University of Maine System policy limits the period covered by documentation of achievement in the application for tenure to the past five years. Accomplishments prior to the five year period may be included in an appendix.. In general, please keep appendices to a minimum.
  o If you received prior credit toward tenure or are requesting early tenure material falling within the five year limit, even that which occurred prior to your appointment at UMaine, may be included in your document.
  o Faculty members who received an extension of their tenure clock should include documentation of achievement back to the start of their tenure/probationary period.
• The department chair or school director will solicit the evaluator letters for Section VI. in accordance with established departmental or school procedures. If your department chair or school director asks you to submit the names of potential outside evaluators, remember that the most convincing letters are from persons of standing in the field who can evaluate your published work and standing in the discipline. External evaluators should hold rank at least equivalent to that sought by you, should enjoy professional recognition within the discipline, and should be affiliated with institutions at least comparable in stature to the University of Maine. Evaluators should not include your personal friends, co-authors, former mentors or academic advisers.
• Supporting letters from evaluators outside the University of Maine and the University of Maine System (section VI. C.) are mandatory and very important to the success of your application. The main function of the letters supplied in Section VI. C. is to provide an independent, expert assessment of your scholarship and standing in the discipline.
• Supporting letters from inside the University of Maine (section VI. A.) are not required. If your application will include letters in this category, they should speak to your cooperation with colleagues and to your University service.
• Letters from evaluators external to the campus but from within the University of Maine System or from applicable state agencies and organizations (Section VI.
B.) may be helpful if their work is comparable to your University assignment. Such letters also are helpful if you have worked cooperatively in a professional capacity with such entities.

- Prior to the submission of the tenure document to the Board of Trustees, tenure candidates will be asked to identify a maximum of three letters in each category to be forwarded to the Board of Trustees. Letters beyond the three for the Board of Trustees review will be moved to the appendix. You may suggest potential evaluators to your chair or school director, but the University reserves the right to contact other evaluators in place of or in addition to those you suggest. Reviewers should not be former colleagues from graduate school or from other institutions.

- Include a cover sheet for each subsection of Section VI, showing the title of the subsection, the names of the evaluators, a statement describing their relationship to you, and a very brief explanation of their qualifications as outside evaluators. The curriculum vita’s of evaluators in Section VI. C. should not be included in the body of the document, but may be included in the appendix.

- Summarize the quantitative results of course evaluations by students as shown in the format included in this document. Be sure to include the wording of the items summarized and a legend clarifying the scoring system.

- If you choose to include comments made by students on course evaluations, they must have been signed by the student. Please limit all comments included in your document to one page and do not identify the author by name. However, please identify each comment by course number and semester/year. Please assure that signed backup for the comments are available in your official departmental personnel file.

**Format Details**

- Make sure that copies are of excellent quality, and printed only on one side of each sheet.
- Number each sheet of the application consecutively beginning with Section 1. Use Arabic numbers with no accompanying words, placed in the upper right corner of each page. Do NOT number the supporting letters.
- Begin Section III at the top of a new page.
- Include dates on all documentation of research, scholarship, and public service.
• Direct questions about the promotion/tenure process or application format to your dean or director’s office, or John Kidder, Office of Human Resources, jkidder@maine.edu, 581-1588.

Click here to download a Word Document Format that includes additional guidance.