

Red: University of Maine System annotations
Blue: College of Liberal Arts and Sciences annotations

**University of Maine System
Tenure and Promotion Application Form**

(The candidate is requested to write all headings into the final application. If the information requested in a particular section does not apply, the candidate should indicate “not applicable”) -remove this parenthetical statement before submission

Application header:

-change to correct year throughout the document (last page won't change automatically, so please check).
-replace 'tenure and promotion' with 'reappointment', if that is the case.

Application footer:

-change to candidate's name and ensure that page numbers are included

Entire document: please do not delete or leave blank any section of this document. If a section does not apply to your specific application, please write 'N/A' or 'Not Applicable'.

I. Face Data

- A. Name**
- B. Present Rank**
- C. College/Department**
- D. Professional Experience**

-Provide a list of previous salaried positions, with dates, beginning with the most recent.

Years(s)	Employer(s)	Position(s)

II. Educational Background

-For each degree obtained, provide field, institution, and date received, beginning with the most recent.

Year(s)	Institution(s)	Field	Degree

University of Maine System
2022 Tenure and Promotion

III. Record of Actions

A. Initial Probationary Appointment

-Provide effective date, length of initial tenure-track appointment, and number of years credited toward tenure, if any.

1. Date: -start date of current tenure-track appointment (not including prior credit). This is usually a late August or September 1 date, occasionally January.
2. Length of Initial Appointment: -usually 2 years, but check appointment letter
3. Prior Experience Credited toward Tenure: -number of years, or N/A
4. Rank: -rank of initial, probationary appointment

B. Reappointments

-Provide effective date and length of each reappointment.

-Usually September 1 and year (start date of reappointment, not date of reappointment/offer letter)

Date(s)	Length

C. Promotion(s)

-If applicable, provide effective date (September 1, year) and new title/rank information for any promotion.

Effective Date(s)	To Rank

D. Recommendations for:

-The candidate should leave appropriate space in this section for these entries to be added as the application proceeds through the review process.

-**Department chair and peer committee chair must sign, date, and indicate recommended action in this section:** There is no line for the chair, so please find space above or below the peer committee's recommendation, signature, and date. If you are jointly appointed, both chairs/directors must sign.

Recommending Body	Recommendation (Yes/No/No Action)	Signature	Date
Peer Committee			
Dean			
Provost/VPAA			
President			

E. Exceptions to Board of Trustees Policy

None/Yes

-If yes, the relevant letters will be inserted here.

-Choose none/yes to *exceptions to Board of Trustee* policy. Most cases will be 'none'. Applying for tenure with prior credit is not an exception to BoT policy, nor is an approved 'stop-the-clock'. Select 'yes' only if applying for tenure early (with less than five years credited toward tenure).

F. Transmittal Letters

The appropriate administrative review letters will be inserted in the tenure application here, concluding Section III. Candidates are not responsible for inserting these letters.

1. President
2. Provost/VPAA
3. Dean

-Section IV should begin on a new page.

IV. Candidate's Profile

-NOTE TO CANDIDATE: Applicants for tenure must limit information provided in the body of their application to the past five years. To comply with format guidelines established by the Board of Trustees, information relating to activities and achievements prior to the five-year limit will be omitted before transmittal to the Board of Trustees. To prevent last minute modifications, tenure candidates should include such information as an appendix.

-The application document can contain only information to be credited toward tenure. This would normally be from the onset of the tenure track appointment at UMaine, or, if prior credit is being used, from any prior credit years onward. Professional achievements from before the years credited toward tenure cannot be included in the application document, but they will be included in the CV. **For tenure applications**, only the last five years of work, unless the probationary period has been extended, can be included. **For Promotion to Professor applications**, all work since the application for promotion to Associate Professor should be included.

-Prior credit years include all areas of professional activity (research, teaching, service) and all should be represented in the application (not just research).

A. Documentation of Teaching (includes advising)

- This can be a mix of narrative and tabular data around the UMS suggested items listed below. Tabular data is always helpful to strained eyes of reviewers. It is strongly recommended to utilize a table to present information (courses taught, numbers of students, indication of new course development/significant restructuring, or any other information that lends itself to tabular format). **Three to five pages should be sufficient for a narrative portion. Concise language is important.**

-When addressing particular items from the list below, consider providing a few examples from your courses around the topics, rather than an exhaustive list. We do not generally recommend that you organize your narrative around each individual course (course-by-course).

-**Important:** this narrative should be revised with each reappointment leading up to the promotion and tenure application, not simply additive (the latter of which leads to a lengthy and sometimes out-of-date application). Revise with the mindset of keeping it fresh and up to date, perhaps conveying a narrative of how your teaching has evolved, but also keeping length in mind. More is not always better. **For reappointments**, new information may be identified with highlighting or colored fonts. **For promotion and tenure**, applications must be black font only.

-Please present the information requested below in a narrative format. Describe your main field of teaching responsibility.

-Provide a concise account of your teaching philosophy and the strategies and approaches you have adopted for effective teaching.

-If you have addressed multiculturalism, gender, international issues, or other curricular goals of the University of Maine System discuss how you have handled these issues as an integral

part of your teaching responsibilities. (Please see Diversity for the Twenty-First Century: A Strategy for the University of Maine System and a Call for Action, received by the Board of Trustees in March 1998. You should also refer to your institution's mission statement.) In addition, include a discussion of any work undertaken with K-12 schools.

-Describe special efforts undertaken to enhance your teaching effectiveness.

-List the numbers and titles of courses you have taught at your campus. Include the average number of students in each course.

-Indicate those courses you teach regularly, those you have developed, and those you have substantially restructured.

-Identify any special teaching assignments or innovations. • Provide a concise description of your strategies and approaches in the advising process. How many undergraduate students (majors, undeclared students, honor students) do you typically advise during the academic year?

-Provide a brief statement describing your recent advising commitments for honors theses, master's, and doctoral dissertation committees (if applicable).

B. Documentation of Scholarship and Professional Activity

-You should start this section with a short narrative here (between 'B. Documentation...' and '1. Publications...') to provide an overview of your area of research or creative activity – something to provide context to the list of publications, creative works, conferences, exhibits, etc., that you will have below. One page single-spaced should be sufficient here.

For tenure and promotion applications, a separate, slightly longer statement (2-4 pages) should be developed for external reviewers. The separate narrative could include a slightly expanded version of the one-page single spaced narrative included here, plus the narrative from #2 below – *Scholarly and Creative Work in Progress*.

1. Publications and Creative Works

-Provide a full bibliography of published work cited in the standard entry form used in your field. Please include in your bibliography articles, (include those in press and note refereed articles), books and monographs, textbooks, technical reports, reviews, published computer software, chapters, conference proceedings, published abstracts, edited publications, and miscellaneous publications.

(Copies of all published and/or scholarly works should be forwarded with the Promotion and Tenure document. These materials will be forwarded to the Dean's Office as part of the tenure and/or promotion file, where they will be made available for further administrative review. These will be returned to the candidate after completion of the process.)

-When possible, published works should be uploaded electronically only; hard copies should not be submitted unless no electronic version exists (e.g., book with no electronic format).

-Faculty in fine and performing arts departments should list and describe any juried or invitational art exhibitions, faculty recitals, theater productions, dance productions, and other activities.

-For co-authored research/scholarship, candidates must clarify the nature and extent of their contribution (quantitative estimation or qualitative description). If items are co-authored with students, please also identify the students as such.

2. Scholarly and Creative Work in Progress

-Briefly describe your current fields of scholarly and creative work in progress, as well as future directions.

-this section could be a mix of narrative and bibliographic entries, bulleted items, etc. One page single-spaced should be sufficient for a narrative portion.

-please also provide clarification about where things are 'in progress' (e.g., data collection, draft writing, under review, revise/resubmit, accepted with revisions, etc.). This could also include exploratory or concept development phases of research and scholarship

3. Professional Presentations

-List papers authored by you, delivered at professional conventions and before professional groups, noting those that were refereed. Indicate those for which you were the presenter.

-If items are co-authored with students, please also identify the students as such.

4. Other Scholarly Activity

-List professional organization memberships and activities, including offices held and committee memberships.

-List national and regional meetings attended and sessions chaired.

-List your service in reviewing papers submitted for publication, grant proposals, and/or service as a member of a review panel.

-List any other scholarly activity that you believe would support your candidacy for tenure and/or promotion.

5. Statement on the Status of Candidate's Scholarly and Creative Work

-Provide a brief statement regarding the status of the journals, conventions, exhibitions, or other scholarly activities which you have listed in relation to your profession.

-This is not intended to be a commentary on the current progress of your scholarship

or creative works (that is #2 above). Rather, it is intended to characterize the standing or prestige of journals, conventions, exhibitions, or other activities you list in relation to your profession. This could be conveyed quantitatively (acceptance rates, impact factors, etc.) or through qualitative commentary with respect to the relative prestige or standing of venues/outlets within the field or discipline. If your book publications during the period at issue have been reviewed, this would be the place to discuss reviewers' assessments.

C. Documentation of Research/Training Grants

-List grants, contracts, or fellowships for which you have applied and indicate those awarded, including agency name, date applied, and disposition.

-Include your role (PI, co-PI, Senior Personnel, etc.), your percent responsibility, and the amount of the proposal or award.

D. Documentation of Department/Campus/College Service

-Provide information about your contributions to department, college, and University affairs, including committee memberships, identifying the group, activity, and date.

-Organize this section and provide headings to create a clear impression of your involvement in service. You may also wish to differentiate leadership roles from memberships, ongoing committee assignments from short-term ones, etc.

E. Documentation of Public Service

-List public service activities that utilize your professional expertise, both compensated and uncompensated, performed in your role as a faculty member, as distinct from service rendered in the role of citizen. Include dates for each activity listed. (Particular emphasis should be given to service that contributes to the economy, culture, and quality of life of citizens of Maine, the region, and the nation.)

-This is not the place to note service to your profession; that should be listed above in Section IV.B.4: Other Scholarly Activity.

F. Documentation of Special Recognition/Awards

-List and comment on any prizes, special recognition, awards, or other honors you have won.

-There is a separate section, V.B.2, below, for teaching awards. Please mention teaching, advising, and mentoring awards in that section rather than here.

V. Evaluations of Teaching

A. Student Evaluations of Teaching

This summary has been verified by

Title _____

Date _____

Verification is required for promotion and tenure applications. It may be omitted for reappointment applications.

1. Summary of quantitative student evaluations

-Sample formats for reporting student evaluations are provided in the tenure packet. A candidate is not limited to using only these formats if another method of exhibiting the data is preferred. Individual student evaluation forms should not be included.

-Please utilize the CLAS template (excel spreadsheet) to present this information. It is available in the HR section of the Faculty/Staff Resources page of the CLAS website. Also, please insert a copy of the table in this section of the application.

2. Summary of qualitative student evaluations

-Regarding qualitative student evaluations, only signed student evaluation comments may be included, but they must be anonymized in the application. Please provide an introductory statement to this effect, such as: “The following signed comments from ANT101 have been anonymized...”, or “The following represent a sample of signed, but anonymized, comments from spring 2022.”

B. Other Evaluations of Teaching

1. Peer evaluations of teaching

-Provide peer evaluations, if any.

-The names of the peer evaluators must be provided with the evaluation.

2. Teaching awards

-List teaching awards, if any.

3. Teaching of graduate students in the classroom and thesis advising

-If you addressed your graduate teaching and advising above in Sections IV-A and V-A of the application, there is no need to include duplicate information here. If that is the case, please indicate with 'See Sections IV-A and V-A'.

-If your department has a graduate program, provide evaluative information on your teaching of graduate students in the classroom and on your thesis advising (e.g., student evaluations, peer evaluations, administrative evaluations, presentations and publications of your students.)

(Candidates are encouraged to include the number of enrolled students as well as the departmental/college mean in any statistical summaries, if available.)

-Membership on graduate students' committees and other mentoring provided to graduate students may be listed in this section as well, whether or not your department has a graduate program.

VI. Departmental Peer Committee Evaluation

A. Evaluation Letter

Evaluation must be based on the Unit's evaluation criteria, unless the applicable criteria are expressed in a memorandum of understanding specific to the candidate.

1. Evaluation of Teaching

(NOTE: Candidates should submit copies of course syllabi to the departmental peer committee in an appendix.)

-Evaluate the faculty member's performance as a teacher and advisor of undergraduates (classroom, laboratory, office, special projects, etc.). Comment on strengths and weaknesses, student evaluation results, syllabi, and evaluations by colleagues.

-Evaluate the faculty member's role in the program of the department, college, and/or University.

-Evaluate the faculty member's performance as a graduate teacher and thesis advisor when applicable.

-Note any special efforts undertaken to enhance the effectiveness of the faculty member's teaching.

2. Evaluation of Scholarship

-Evaluate the quality of the faculty member's scholarly writing and the journals in which it appears. Which appear in the major refereed journals in his/her field?

-Assess the faculty member's regional, national, and/or international reputation in his/her field. Has the faculty member been sought out to review papers submitted for publication/presentation, grant proposals, and/or to serve as a member of a review panel?

-Frequently faculty members are active in more than one area of scholarship and collaborate with persons in other departments or in scholarly groups off campus. Letters that speak explicitly to the kind and quality of the faculty member's contributions should be requested from the responsible individual in such scholarly organizations.)

3. Evaluation of Service

-Evaluate the faculty member's public service activities, both compensated and uncompensated, that utilize professional expertise. These should be activities carried out as a faculty member, rather than those performed as a citizen.

-(Particular emphasis should be given to service that contributes to the economy, culture, and quality of life of citizens of Maine, the region, and the nation. If appropriate, letters of evaluation of public service activities should be included in the appendices.)

-Evaluate the faculty member's service to the department, if applicable, and to the

University, school or college, or other committees.

B. Recommendation/Recommended Action

-The dated recommendation should be prepared on DEPARTMENTAL LETTERHEAD. It must list the names of the voting members of the committee along with their signatures and be copied to the unit member.

-If the recommendation for action is not unanimous, the vote tally should be noted.

-The recommendation should include a notation that the faculty member received a copy.

-Recommendations for tenure before the end of the probationary period represent an exception to Board of Trustee policy. If this recommendation is an exception, the departmental peer committee evaluation should include a brief rationale for such an exception.

-Peer committee letters must be signed by each member on the committee (one person cannot sign 'on behalf of the committee').

-Chair letters for joint appointments must be signed by both chairs/directors.

-All transmittal letters must be cc'ed to the candidate and to the candidate's personnel file.

VII. Letters of Review

-(Guidelines for letters of review are described at VI.A., VI.B., and VI.C. and in the separate document on Guidelines for Letters of Review in the tenure packet. The actual procedure for soliciting letters of review varies by departments and colleges. Generally, the faculty member submits names of possible individuals to the departmental peer committee or the Department or Division Chair/Director/Dean who then solicits the letters.)

-(Faculty members being considered for tenure and/or promotion to the rank of professor, must obtain letters from three established scholars from outside the System (subsection C) who can evaluate the faculty member's scholarly/creative works.)

-(Candidates are not required to submit letters for subsections A and B as described below.)

-Each subsection should be preceded by a cover sheet listing each correspondent's name, institution, and a statement of their connection with the faculty member. Cover sheets and letters should be consecutively numbered. Inserts may use a, b, c, etc., where appropriate.

-In accordance with Board of Trustees policy, only three letters may be forwarded to the Board of Trustees in each of the subsections listed below.

-Asterisk the name(s) of the correspondent(s) whose letter(s) should be forwarded to the Board, if more than three are submitted.

-Letters of review are submitted only for promotion and tenure applications, not for reappointment.

-For promotion/tenure applications: each sub-section (internal, UMS, and external) must include a cover sheet listing each correspondent's name, professional title, institutional affiliation, and a short (1-3 sentence) statement of their connection to the candidate.

-All accompanying letters must be cc'd to the candidate and to the personnel file. This includes peer committee, chair, and all internal/external letters of evaluation (add the cc's for external letters once they come in).

A. Letters Internal to (university name)

-replace 'university name' with 'University of Maine'

1. Letters of review should address one or more of the three areas of evaluation: teaching, scholarship, and service.

-In the area of teaching, the letter should be based primarily on first-hand observation of the candidate in the classroom or in other recognized teaching contexts such as workshops, as well as on review of teaching materials and syllabi, and preparation of students for subsequent courses in the discipline.

-In the area of scholarship, the letter should be based on examination of the candidate's written

and/or creative work as well as on scholarly discussions with the candidate or attendance at conference presentations where applicable. The writer should have expertise in the area being evaluated.

-In the area of service, the letter should be based on first-hand experience with the candidate in some service activity. The service activity in question should be directly related to the candidate's academic expertise or to his/her collegial or governance role as a faculty member. The letter should address the candidate's academic contribution to the shared service activity or evaluate the way in which the candidate carried out his/her responsibilities as a faculty member. For the purposes of tenure evaluation, service activities do not include activities that one engages in simply as a neighbor, organization member or citizen. They must relate directly to the academic expertise of the candidate or to institutional expectations of faculty members as participants in the governance and administration of their campus.

B. Letters Internal to the University of Maine System, but External (university name) -replace 'university name' with 'University of Maine'

-(See the Guidelines for Letters Internal to the Campus.)

C. Letters External to the University of Maine System and (university name)

-replace 'university name' with 'University of Maine'

-(See the Guidelines relevant to the institution.) -For guidance on external reviewers, please visit the HR page on the CLAS Faculty/Staff resource website and review the document 'CLAS Guidelines for External Review Letters'.

-Those who comment on service activities from outside the campus and the University of Maine System should have first-hand experience of the candidate's activities and relevant experience to evaluate the candidate's performance.

-In most cases, external reviewers are asked to address research, scholarship, and /or creative activity only. In those less-common situations where reviewers are asked to address teaching and service as well (please check with your chair), relevant documentation should be made available.

Appendix: Curriculum Vitae

-The CV is the only document that should be included in the Appendix, and it must be paginated (A-1, A-2, etc.) in a footer that also includes the candidate's name. Any other supporting documentation may be made available for review by the peer committee and administrators at the department and college levels but will not be forwarded for further administrative review.

