




Office of the Provost

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TO: Academic Deans, Directors, Department Chairs

FROM: Alan G. Merten, President
Peter N. Stearns, Provost 

SUBJECT: Promotion and Tenure Schedule for AY 2011-12

DATE: August 31, 2011

By now the annual promotion and tenure process is underway in your academic unit. This process should follow the guidelines and principles in sections 2.4 through 2.7 of the *Faculty Handbook*. Your responsibilities include:

1. managing the review within your unit;
2. making your own recommendation;
3. maintaining full dossiers on each candidate;
4. forwarding materials to the Provost and President for further review.

Units may propose faculty for genuine excellence in both teaching and research. If appropriate documentation is provided for the dual criteria, then the increase to base salary awarded at the conclusion of the promotion and tenure process will be doubled. *Recommended criteria for evaluation of genuine excellence in teaching* can be found on the Provost Office website (<http://provost.gmu.edu/documents/09-provost-excellence-in-teaching-final.doc>).

The following schedule has been designed in order to allow adequate time for this important process. In accordance with these deadlines, please provide the following materials to the Provost Office. (Please note that these are the deadline dates for the Provost Office – individual units may have their own submission deadlines.) **Please submit all items to Kimberly Ford (kford3@gmu.edu), Office of the Provost.**

- By October 3, 2011:** A list of cases for promotion and tenure from each of our units.
- By January 17, 2012:** Dossiers and first-level review letters.
- By February 17, 2012:** The letters from the second-level review committee and from the dean or director.
- May 9, 2012:** Board of Visitors will meet and take action on Promotion and Tenure recommendations.

If any unit is not prepared to meet the *Faculty Handbook's* requirements for the second-level review (section 2.7.3), please notify the Provost's Office immediately so that an appropriate alternative review procedure can be implemented.

As necessary, the Provost will arrange individual meetings with you to discuss conflicting recommendations. These discussions must take place early enough in the process to allow the President sufficient time to review the full case and make his decision. If you have travel plans that might complicate this schedule during the spring semester, please notify the Provost's Office so that conflicts can be avoided.

Below is the template for the Promotion and Tenure Casebook. We look forward to working with you on this critical task of preserving and enhancing the quality of our faculty.

Promotion and Tenure Casebook Template:
(Supplementary books should be submitted, only if requested.)

1. Letter of recommendation from the Dean or Director.
2. Letters of recommendation from earlier committees evaluating the case, and from department chairs (where relevant).
3. Candidate's employment chronology, particularly at GMU to include: date of hire, date when appointed to a tenure track position and tenure and promotion dates, prior to full professorship.
4. Candidate's vita, including clear evidence about research – publications, grant and contract awards, conferences and invited talks, patent applications and awards, etc. Evidence of relevant entrepreneurial activities may also be provided for consideration toward promotion or tenure.
5. Candidate's statement about teaching and research, including future plans (not to exceed 8 pages).
6. Outside letters:
 - a. Minimum of 5
 - b. No more than 40% chosen by candidate (candidate may also name a few individuals to exclude, but should not see the final list)
 - c. This section should also contain the letter sent to the referees, and evidence of referee credentials.
7. Evidence of teaching quality:
 - a. Student course evaluations
 - b. Other evidence of teaching effectiveness such as:
 - (1) Class visits by peers
 - (2) Random sample letters
 - (3) Student comments based on the whole population, not selected samples
 - (4) Alumni letters
 - (5) Student focus groups
 - c. When applicable, evidence of educational work with students outside the classroom
 - d. Advising: When advising functions have been fulfilled, these may be used as evidence for overall teaching contributions
 - e. When applicable, theses and dissertations supervised.
8. Other supporting evaluative materials (testimony about service or outreach, evidence of academic entrepreneurship, etc.) -- not to exceed 8 pages.
9. Procedural checklist for Promotion and Tenure Cases (available on the Provost Office website)

(Electronic Copy of this Memorandum is located on the Office of the Provost website.)
<http://provost.gmu.edu/geninfo.html>