

2009-2010 GUIDELINES for Preparing the Curriculum Vita for Tenure or Promotion Materials

IF YOU ARE APPLYING FOR PROMOTION
see page 4 of the Curriculum Vita Format for some instructions
because the vita format changes slightly in some sections

NOTE: To ensure that your promotion and tenure document receives **proper consideration** from Promotion and Tenure Committees, the approved College Guidelines for completing the Curriculum Vita and Curriculum Vita Format must be followed explicitly.

A. General Guidelines

1. The curriculum vita should reflect your professional career. When preparing your vita, be aware that some sections of the vita must be documented. Documentation of the teaching and scholarly productivity sections for items from 5.6 through 6.6 **is required and must be included in the accompanying notebook**. However, documentation may be requested by the P&T Committee for other sections.
2. Documentation must be **clearly identified** with the corresponding number used on the college vita form.
 - a. When submitting material for **tenure**, documentation should include **only** material supporting accomplishments **within the last year**. The evaluation period consists of the previous one-year period, ending on the first working day in October of the current year.
 - b. When submitting materials for **promotion**, documentation should include **only** material supporting accomplishments **since the last promotion**. Use the following guidelines when preparing your tenure and promotion materials:
3. List all information in reverse chronological order, (i.e., most recent first).
4. Each item which applies to the one year tenure period (or since the last promotion, if applying for promotion) should be numbered, with the number enclosed with parentheses. Example: (1), (2), etc. Asterisks are no longer used to identify the “new items. DO NOT number the other items – use bullet points for these older listings.
5. Indicate local/national/international, invited/competitive under #6, Scholarly Productivity. The appropriate term(s) should be placed in parentheses at the end or near the end of the entry. These descriptors should only be used to provide additional information. For instance it would not be necessary to include *competitive* or *peer reviewed* for an entry under Referred Articles.

6. Be specific on book/journal/etc., reviews (i.e., 6.6), to include chapter or book titles, journal and article title, date, etc. Documentation should be provided but should not breach the confidentiality policies of the author or title of the work.
7. **Clearly cross reference by making a notation in your vita** of all items that appear in more than one section of your vita: for example, an abstract that is also a poster or a presented paper. (e.g., see 6.1a (1))
8. Include all vita headings and subheadings. Use “None” if there is nothing to be listed in that category.
9. **Bold** your name in all entries (i.e., publications, grants, etc).
10. Underline actual *presenter’s* names in presentations, poster sessions, etc., your name must be **bolded** too.
11. Documentation pertaining to a presentation may be a photocopy of the program listing of speakers, a letter of confirmation, etc.
12. Conference proceedings should be listed only under conference proceedings. They should **not be listed under publications**. **If the conference proceedings are copyrighted**, proof of copyright must be provided and pages from the conference proceedings must be submitted as documentation.
13. Items that should **not** be included in promotion and tenure materials include:
 - a. Letters from the President, Dean noting your scholarly productivity
 - b. Self-published works
 - c. The number of reprint requests for publication
 - d. Cards and notes from students
 - e. Travel dollars provided by the Dean’s Office, the Center for Teaching and Learning, and the Center for International Programs, etc

B. Notebook Guidelines

1. In assembling the material, use a loose-leaf notebook **with a pocket**. Put one copy of the vita in the pocket on the inside cover of the notebook. Put another copy of the vita as the first entry in the metal rings of the notebook.
2. The second entry in the note book should be the documentation. Use **labeled index dividers** to separate the vita from the documentation and within the documentation to separate Section 5 from Section 6. Begin the documentation section with item **5.6** on the curriculum vita and conclude with item **6.6**.
3. **On the upper right hand corner of each documentation item**, place the number that corresponds to the entry in the curriculum vita.

Example:

- 6.1a Refereed Articles
- (1)
- (2)

On the first page of the refereed articles, on the upper right hand corner, place the appropriate number – 6.1a (1) on the first article, 6.1a (2) on the second article, etc.

4. **Separate** each set of student ratings (and if applicable, peer evaluations) from one another. For each set, insert a **divider page** with a *securely placed and easy to read label tab*; label the tab with the **class number**; on the front of the divider page itself, write the class name, prefix, number, section, and term taught. ***Do not use plastic covers over a set of student ratings.*** (Although plastic covers over student course ratings present neat, organized documentation, it becomes very time consuming to replace these plastic sleeves of the numerous student ratings reviewed by the college P&T committee.)
5. Label the notebook on the **spine** and on the **front** with your name and department.

C. Changes, additions, or clarifications new this year.

1. Section 5.5a & b Faculty may list major course revisions for consideration
2. Section 5.9 Faculty should list teaching enhancement activities that have been completed (i.e., OTLA workshops, etc.)
3. Section 5.12 Teaching related activities that don't fall into specific categories may be listed in this category
4. Section 6.1a Faculty may list articles in press on those that have been submitted (Appropriate verification required)
5. Section 6.3 Creative activities that have been submitted or accepted may be listed (Appropriate verification is required)

Creative activities must meet stated criteria to be considered in the evaluation (See CAST P&T Document)
6. Section 6.4 When designating the competitive nature of grants, use qualifiers such as RFP, solicited submission, unsolicited submission, etc.