Tenure and Promotion to Associate Professor
Case Checklist
Rank and Tenure Committee
May 4, 2023

Candidate Folder
- Your Self-Assessment - limited to 20 pages, single spaced, 12 point font, 1 inch margins
- Curriculum Vitae
- Official graduate school transcript – electronic (from issuing Institution) or sealed envelope
- All annual activity reports + self-assessments and eFAR
- All annual reviews and special reviews
- Your Third Year Review (include self-assessment)

Teaching Folder
Teaching materials for the past five years, including:
  - Your teaching and course feedback forms from EvaluationKit
  - All feedback forms organized by semester and by course
  - Quantitative and qualitative summaries for each course
  - Quantitative summaries for each semester and academic year
  - Please note: Teaching and course feedback forms are not required for Spring 2020. Your summary for AY 19-20 will only include Fall 19 and J-term 20. If you do choose to include Spring 2020 forms, you will not be able to run a full summary of AY 19-20 due to the different questions that were asked during Spring 2020.
  - EvaluationKIT instructions are posted on the Office of the Provost's website under the Faculty Resources>Teaching>Assessment and Teaching & Course Feedback folder.

- Specific materials to document *your teaching excellence and a concern for improving the quality of your teaching*. You should include:
  - Sample syllabi: The most effective presentation is a sample of an early syllabus and the most recent syllabus for selected courses taught multiple times. Your self-assessment should address the course refinements that took place and how those changes are reflected in the later syllabus.
  - Class assignments, tests, rubrics, etc. that demonstrate effective pedagogy and are addressed in the self-assessment. You can also include student papers with feedback/comments to students,

particularly if you identify this as an important aspect of your teaching.

Scholarship Folder
- Selected materials to document *your competence and continued growth in professional activity.* Materials may include:
    - Complete pdf versions of your most significant scholarly work, reviews of exhibitions or performances, and similar material organized chronologically, starting with the most current material.
    - Web links to specific sites or media files.
    - If your publications include books, please scan the front matter and table of contents and upload it to Interfolio, in addition to providing a hard copy to Carol Bautista.

- Rank and Tenure defines the term "forthcoming" to mean the scholarly work is in publication.

Service Folder
- Selected materials to document *your substantial and sustained service* to your department, the university, and/or your profession. Service to the university is expected. Materials may include:
    - Screenshots of webpages
    - Emails of acknowledgment
    - Copies of event programs
    - Advising documents

Interfolio

Candidates assemble required materials for teaching, scholarship and service and will transfer materials into their case packet in Interfolio.

Detailed instructions/documentation on Dossier and RPT can be found in the Rank and Tenure section of the Faculty Governance website (https://www.plu.edu/faculty-governance/interfolio/#terminology)

Interfolio training is available. Contact Carol Bautista (bautisca@plu.edu), Faculty Governance Manager and Interfolio administrator.

Technology Requirements

Internet Browsers - Google Chrome (highly recommended), Mozilla Firefox, Safari

File Types

Your documents can be uploaded in the following formats: DOC, DOCX, DOT, ODT, WPD, RTF, TXT, HTML, PDF

Your files can be up to 100MB in size. During the upload process, Interfolio will automatically convert all files to PDF format for consistency.

If your file is too large, contact Scholar Services at help@interfolio.com or (877) 997-8807 for support.

Helpful Resources

- Faculty Governance website has information on PLU's Faculty Governance system.
- Tenure and promotion information can be found on the Rank and Tenure - Materials and Information webpage.
- Interfolio information can be access through Log-In Information and Dosier
- Faculty Handbook:
    - ➢ Rank and Tenure Manual, Section IV, Part IX, Rank and Tenure Committee Procedures
    - ➢ Review process, SECTION IV, Part IV, Section 2. Faculty Review Process for tenure-track and tenured faculty;