

INSTRUCTIONS FOR PREPARING PROMOTION AND TENURE APPLICATIONS September 2023

Using the sequence as outlined below, faculty candidates must organize and attach the promotion and tenure materials in a one or two-inch binder using the same specific divider tab labels as indicated in bold print.

*Unit Promotion and Tenure Coordinators will submit the faculty dossiers electronically to the Provost's Office. **Only the documentation requested should be submitted to the Provost's Office.** Retain all other supporting documentation within the school, college, or UAB Libraries.*

A link to the Provost's Promotion & Tenure Portal will be sent directly to the Promotion & Tenure Coordinator for each Dean's Office.

Promotion/Tenure Action Summary Form - This form should be completed and signed prior to submitting. Use revised form dated September 2023.

Promotion and Tenure Guidelines - Include a copy of the appropriate college/school/UAB Libraries/department guidelines for promotion and tenure.

Curriculum Vitae - This document should be current and complete. It is a valuable reference for the review process.

Recommendation Reports/Letters (for promotion/tenure) - This section should include a signed and dated report or letter from the following, clearly indicating the title/role of the individual(s) making the recommendation:

- Department Review Committee (if applicable)
- Department Chair
- School/College/UAB Libraries Review Committee
- Dean

If there are votes against a candidate at any stage of the process, or if the chair or dean disagree with a majority vote, these must be addressed in the reports/letters included in the candidates' dossiers.

Evidence of Teaching Effectiveness - Summarize teaching reviews, including student ratings and other assessment methods used by the school (i.e. peer evaluation, reviews of course materials, teaching portfolio summaries). A summary table documenting all courses taught with summary scores is one way to present information. If IDEA student ratings are used, include scores for: progress on relevant objectives, overall ratings for excellent teacher, overall ratings for excellent course, and summary evaluation. **Do not include individual student forms.**

Evidence of Research Productivity - This section should include any additional evidence that is not reflected in the vitae. Including copies of publications is not recommended.

Summary of Service Activities - This section should include any additional evidence that is not reflected in the vitae.

External Reviewer Letters - A minimum of three letters from non-UAB reviewers is required. It is preferred that external letters be requested from prominent scholars who do not know the candidate personally. It is not necessary to include letters from internal (UAB) reviewers in this section. Candidates who wish to include letters of support from other UAB faculty should include these in the appropriate sections related to teaching, research, and service, depending on the focus of the letter.

Annual Reviews/Pre-tenure and/or pre-promotion reviews - Include annual performance reviews from department chairs, as well as pre tenure and/or pre-promotion reviews from departmental and school review committees. Arrange in chronological order within this section, and make sure that evaluations are signed by the chair/evaluators and the faculty member.

Additional Recommendations

Careful attention to the instructions listed above, as well as adhering to the information listed below should promote a more rapid, efficient review of the candidate's request for promotion and/or tenure. The Office of the Provost recommends that whenever possible all materials be submitted electronically.

1. Thoroughly complete each section of each form, providing explanations where appropriate. Obtain all signatures (faculty member, department chair, dean, department and school review committee chairs) as appropriate for each form.
2. Confirm that the faculty candidate's home mailing address is current and correct on the Promotion and Tenure Action Summary Form and the candidate Excel spreadsheet.
3. The candidate list – Excel spreadsheet – must be submitted using the template that is provided to the **Coordinator who must complete and submit the Excel spreadsheet** in the exact format as the template that is provided.
4. If the applications will be late, contact the Office of the Provost **prior** to the deadline.
5. Additional instructions for submitting dossiers electronically will be distributed to Promotion and Tenure Coordinators shortly.