

**Office of the Provost and Vice President for Academic Affairs
Promotion/Tenure Format 2008-09**

NAME _____

I. DEAN'S RECOMMENDATION: To be attached by the Dean.

Outline and summarize the principal reasons for the recommendation. (Be sure to complete the "Dean's Recommendation" in section III as well.)

II. CHAIRPERSON'S RECOMMENDATION: To be attached by the Chairperson.
(See 15.8 of the *Collective Bargaining Agreement*.)

III. PROFESSIONAL INFORMATION **MUST BE COMPLETED BY DEAN**

Dept. _____	Tenure Decision Mandatory YES _____/NO _____
College _____	Dean's Recommendation: _____ Promotion Recommended
Current Rank _____	_____ Tenure Recommended
Years in Current Rank* _____	_____ Promotion with Consequent Tenure Recommended
Years Since Terminal Degree* _____ (*as of July 2009)	_____ Denied (Promotion/Tenure)

DEGREES EARNED:

<u>Year</u>	<u>Degree</u>	<u>Awarding Institution</u>	<u>Major Field</u>	<u>Minor Field</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MONTH AND YEAR OF FIRST URI APPOINTMENT: _____

DATE OF PROMOTION:

To Instructor _____	Tenure	Yes _____	No _____	
		Effective Date: _____		
To Assistant _____	Mandatory Tenure Decision	Date: _____		
To Associate _____	Years Credit Toward Tenure Awarded	with Initial Contract: _____		

CHRONOLOGICAL HISTORY OF PRIOR EMPLOYMENT: (Do not include teaching assistant or equivalent; however, list periods of self-employment.) For previous academic appointments, include rank and tenure status.

<u>Year</u>	<u>Employer/Institution</u>	<u>Rank(or nature of position)</u>	<u>Tenured (Y/N)</u>

AWARDS AND HONORS: (Those connected with study, instructional activities, research, scholarship or service)

<u>Year</u>	<u>Award</u>	<u>Awarding Agency/Institution</u>	<u>Nature of Award</u>

For Sections IV-VIII, follow the attached outline. Do not use this form, but attach pages as appropriate. Number the pages consecutively in the upper right-hand corner. In addition, include the format's section number.

IV. UNIVERSITY OF RHODE ISLAND TEACHING ASSIGNMENTS:

- A. Describe and characterize your principal contributions to the University of Rhode Island as a teacher, advisor and student mentor, or as librarian.
- B. Library faculty members, clinical faculty members and others with specialized non-teaching assignments should succinctly describe these assignments.
- C. If you so choose, submit a packet of copies of any material that would assist in the evaluation of the quality of your teaching performance. This material might include peer reviews, letters from students or pedagogical materials such as syllabi, exams or assignments that might give evaluators insights. This material should be preceded by a list of what is included, and may also include your own statement of factors that evaluators should consider when reviewing the material.
- D. If you so choose, suggest the names of some colleagues at URI and former students who can comment on the nature and quality of your contributions as a teacher, and for each, briefly state their qualifications as evaluator.

E. List courses taught by semester since last promotion or hire date. Use Item G for directed study and similar course responsibilities.

<u>Semester/ Summer</u>	<u>Course Title</u>	<u>Credits</u>	<u>Contact Hours</u>	<u># of Students</u>	<u>Sole Instructor/ Team Taught (list)</u>	<u>Extra Compensation (Y/N)</u>

F. Major professor for graduate students: List those students for whom you are or have been major professor; include type of degree. If master's, indicate thesis or non-thesis option. List only those students who have completed or who will complete their degree under your direction.

<u>Student</u>	<u>Degree</u>	<u>Thesis or Non-Thesis Option</u>	<u>Date Completed / Expected</u>

G. Summarize directed study, independent study and other similar teaching responsibilities for the last five (5) years.

H. List course or curriculum developments, revisions and other contributions by year.

- I. Advising assignments and activity:
- Describe undergraduate advising in University College or your department for the last five years. Summarize earlier activities.
 - Describe other graduate student advising assignments for the past five years including committee assignments not covered in (F) above.

V. RESEARCH, ARTISTIC, CREATIVE AND OTHER SCHOLARLY ACTIVITY:

- A. Briefly describe and characterize your program of scholarly activity and how you view your work and its context within your discipline.
- B. List publications and comparable activity in chronological order beginning with the earlier entries. Specify and separate by category (books, chapters, refereed articles, non-refereed articles, one-person shows, reports, newsletter items, abstracts, reviews, performances, papers read at professional meetings, collections, exhibits, etc.). Use standard bibliographic format. Include page references for all entries. Underline principal author for co-authored work, if applicable. Be explicit about

your role distinguishing, for example, among original, edited and collected readings. Include only those works published or in press and indicate accordingly. Indicate with an asterisk which few (generally 3 or 4) of these items you feel are most indicative of your best work or most important contributions.

- C. List principal research activity chronologically for the career. Indicate sources of financial support for each: level of released time, consulting efforts and other pertinent information. Funded grant proposals should be categorized separately from unfunded grant proposals. "Works in Progress" should be reported here rather than under (B) above.
- D. If you so choose, submit a packet of copies of any material that would assist in the evaluation of the quality of your research, artistic, creative or other scholarly activity. This material might include copies of published reviews of your work, peer reviews of scholarship or grant applications, etc. This material should be preceded by a list of what is included.

VI. COOPERATIVE EXTENSION (OR SIMILAR) ACTIVITIES:

- A. Describe and characterize your programming responsibilities. Please arrange them in chronological order to facilitate the evaluation of program development and responsibilities. Please indicate clearly the name of the individual(s) with whom you shared responsibility for programming and estimate the total effort for which you were responsible. Outside funding (foundation, special grants or contracts) utilized for program development should be clearly delineated.
- B. List those aspects of your program that you consider innovative or creative.
- C. List in chronological order those program activities in which you played a major role and which contributed to the educational delivery of each program. Activities might include field days, demonstrations, meeting, conferences, workshop, symposia, media events, etc.
- D. List publications and other scholarly contributions related to your extension program responsibilities. Specify and separate by category; refereed publications, extension publications (bulletins, pamphlets, brochures, fact sheets, home-study materials) media contributions of all kinds, software developed, and other contributions (audio or video tapes, display or posters, slide sets, etc.).
- E. List all presentations, committees or other activities related to extension programs at the regional, national or international level.
- F. Copies of any material that would assist in the evaluation of the quality of your program. This material might include program evaluation

summaries, letters from peers, etc. This material should be preceded by a list of what is included and may also include your own statement of factors that evaluators should consider when reviewing the material.

VII. CONTRIBUTIONS TO THE UNIVERSITY AND EXTRAMURAL COMMUNITIES; PROFESSIONAL SOCIETY MEMBERSHIPS AND OFFICES HELD:

- A. Describe and characterize your principal contributions to the University of Rhode Island that are not covered in Sections IV and V.
- B. If you so choose, suggest the names of some people at the University of Rhode Island and elsewhere who can comment on the quality of these contributions, and for each, briefly state their qualifications as evaluators.
- C. The University Community: List University, college and department committees and other special duties. Describe contributions of a special nature. Include dates. Summarize earlier contributions, if applicable.
- D. The Extramural Community: List in chronological order service performed for the extramural community, professional groups or societies and civic, government, and other agencies. Describe contributions of a special nature. Summarize earlier activity, if applicable, giving dates of length of service.
- E. Professional Society Memberships and Offices Held: Give name in full and dates of length of service. Describe contributions of a special or unusual nature.

VIII. APPLICANT'S STATEMENT (OPTIONAL):

Outline or summarize any additional relevant information to support this promotion and/or tenure consideration.

IX. OTHER SUPPORTING MATERIALS:

Include any other relevant materials in this section, for example, complete and legible copies of SETs, outside letters of support or other relevant documentation.

Revised 8/08