

Date: _____

Office of the Provost
The University of North Carolina at Greensboro
Promotion and Tenure Form
(Rev. 5/03)

RECOMMENDATION FOR PROMOTION AND TENURE

Name of person being recommended _____

Present Rank _____

College/School _____

Department/ Area of Specialization _____

Requested Action _____

TO BE COMPLETED BY THE DEPARTMENT HEAD/CHAIR
(Dean where not departmentalized)

The faculty of the Department (or School where not departmentalized), assembled as required in the Regulations, Section 3.E., voted as follows with respect to the Requested Action listed above:

Number for _____; against _____; abstain _____; no vote taken _____

Recommendation of the Department Head/Chair (Dean where not departmentalized):

_____ For Requested Action
_____ Against Requested Action

Signature of Department Head/Chair: _____

TO BE COMPLETED BY THE DEAN

The College/School Promotion and Tenure Committee voted as follows with respect to the Requested Action listed above:

for _____; against _____; abstain _____; no vote taken _____

Recommendation of the Dean:

_____ For Requested Action
_____ Against Requested Action

Signature of the Dean: _____

Date: _____

Name of person being recommended _____

Education (including the names of the institutions and the dates when each degree was received)

Previous positions held (indicate three most recently held and dates)

Date joined the UNCG faculty _____

Total number of years in current rank at UNCG (including current year) _____

Total number of years in current rank _____

Current academic vita included, dated _____

Provide a description of primary responsibilities, since achieving current rank, in terms of teaching, research (scholarly investigation and creative activity) and service, as well as any administrative assignments. Please also discuss the candidate's directed professional activity, if the unit incorporates this category into its P&T criteria. It may be helpful to identify the relative load carried in these functions.¹

Provide any background information about the candidate's field (specialty), the department, and the candidate's career pattern which may be useful in interpreting the accomplishments to be recorded in the subsequent sections of this recommendation. It is especially useful to comment on the avenues available for refereed/juried judgments in the field (e.g., key journals and external funding opportunities in the field).¹

¹ If more room is needed, attach separate sheets.

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Section I

STATEMENT OF TEACHING ACTIVITIES

The statement should include all relevant information reflecting on the accomplishments of the person being recommended in regard to the category of teaching. Candidate and evaluator should consult both the "University-Wide Evaluation Guidelines for Promotions and Tenure" and the Unit-Specific Guidelines for Promotions and Tenure for additional instruction.

A. Description (to be completed by candidate)

1. Instructional responsibilities and teaching formats, with a list of courses taught since last promotion (including interdisciplinary, interdepartmental courses).
2. Contributions to curriculum development and evaluation in specific programs.
3. Summary of activity in undergraduate student advising (may include here or in Section III).
4. Summary of activity, if applicable, in direction of graduate research, theses, dissertations.
5. Other relevant instructional responsibilities such as workshops, short courses, extension courses, etc.
6. Recognition or awards for outstanding teaching.

B. Evaluation of Teaching (by evaluator)

1. Evaluation summaries by peers, administrator of academic unit, and students.² An overall summary may compare the candidate with similar faculty in similar situations and career stages and may be referenced to particular expectations.
2. Evaluation procedures used in the Department and/or Unit, including those used by peers and/or administrators and by present and/or former students. (Please attach samples of any forms, if available.)

² Evaluation summaries should cover at least three years and various courses (if possible) to illustrate pattern and consistency. Quantitative summaries should include interpretive statements and should be sufficiently specific to offer meaningful judgments.

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Section II

STATEMENT OF RESEARCH AND CREATIVE ACTIVITIES

The statement should include the following information and evaluation. Chronologies of works should include insertion of dates of initial appointment (and rank) at UNCG and subsequent promotions. The items should be numbered. Attach reprints and similar examples, numbering each to correspond to the outline of items in the statement. Explain the customs in the candidate's field concerning co-authorship (see Section B, first paragraph below). Candidate and evaluator should consult both the "University-Wide Evaluation Guidelines for Promotions and Tenure" and the Unit-Specific Guidelines for Promotions and Tenure for additional instruction.

A. Description (to be completed by candidate)

1. Chronological list of all refereed/juried publications and/or other creative works (indicating those invited, if relevant; proceedings only of refereed).
 - a. Those published (or other final exhibition forms), with appropriate reference.
 - b. Those accepted, with probable dates of appearance. Attach letters (or other evidence) of acceptance for publication or exhibition.
 - c. Those submitted for review, but not yet reviewed. Attach manuscript or other evidence, as feasible.
2. Chronological list of all other research, other scholarly and creative activities, reports, abstracts, reviews, other non-refereed/non-juried productions, etc.
3. Chronological list of all papers presented, proceedings (non-refereed), abstracts, and other creative presentations in professional programs, organizations, meetings. Include role(s) such as Principal Presenter, Discussant, Session Chair, Workshop Director, Panelist, Scholarly Referee, or other participation with a scholarly influence on the discipline.
4. Chronological list of all research/scholarly grants (indicate those submitted and those awarded):
 - a. From UNCG.
 - b. From external agencies/organizations.
5. Chronological list of honors, recognitions, and awards.
6. List of works in progress not previously identified, completion of which is anticipated in the next 12 months.

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B. Evaluation of the Significance of Research and/or Creative Activities (by evaluator)

The evaluation should involve a substantive review by faculty scholars/creative artists in the candidate's field (specialty), and those prepared to assess methodology or medium utilized. Include comments about the quality or reputation of the press/jury/periodical/medium for exhibition or performance, as well as an explanation of the meaning and practice of co-authorship (if applicable). The critical review is ordinarily made by the Department Head or other senior member(s) within the department and knowledgeable about the field.

Evaluations outside the department must be provided. Copies of letters from all outside evaluators (and copies of the letter(s) sent to them soliciting their views) must be appended to this form. The individual responsible for writing this evaluation must include a statement about the quality of reputation of each outside evaluator in his/her discipline. Letters from Heads/Chairs soliciting outside references shall not promise confidentiality from review by the candidate. The external reviewers should be impartial; any apparent departure from this guideline should be explained in a statement from the Head/Chair.

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Section III

STATEMENT OF SERVICE ACTIVITIES

The statement should include descriptions and explicit evaluation of service rendered and offices held, committees chaired, special assignments, etc. Candidate and evaluator should consult both the "University-Wide Evaluation Guidelines for Promotions and Tenure" and the Unit-Specific Guidelines for Promotions and Tenure for additional instruction.

A. Description (to be completed by candidate)

1. University service

- a. Committee involvement and/or service to University-at-large, College or School, Department or Division, Special Program(s) such as interdisciplinary or interdepartmental program(s).
- b. Student advising (if not already addressed as part of teaching section).
- c. Continuing education offerings (if not already addressed as a part of teaching).

2. Professional service and organizational leadership/membership.

3. Community service at the local, state, regional, national, international level(s).

B. Evaluation of Service (by evaluator)

The evaluation should involve an assessment of the quality, nature and extent of service at the levels of the institution, discipline and external communities.

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Section IV

STATEMENT OF DIRECTED PROFESSIONAL ACTIVITIES (if applicable)

The statement should include descriptions and evaluation(s) of directed professional activities as outlined in both the "University-Wide Evaluation Guidelines for Promotions and Tenure" and, more precisely, the Unit-Specific Guidelines for Promotions and Tenure.

A. Description (to be completed by candidate)

1. Preparation of University documents and/or resources (grant proposals, learning resources, etc.). Direction of activities that enhance the effectiveness of the University.
2. Development and/or direction of special university programs. Leadership roles in academic administration (directing special programs, heading a special task force, etc.)

B. Evaluation of Directed Professional Activities (by evaluator)

The evaluation should assess the candidate's activities and contributions, including their significance to, or impact on, the University.

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Section V

SUMMARY STATEMENT

The statement should briefly and succinctly summarize the individual and varying views of the assembled faculty and the Department Head (or Dean) concerning the teaching, research and creative activity, service and directed professional activity (if used by the Unit) qualifying the individual for promotion and tenure. The summary must include both majority and any minority (dissenting) views.

Letters from colleagues can be helpful in providing supporting evidence for contributions made by the individual in teaching, research, service and professional areas. However, for maximum effectiveness, they should be restricted to situations such as team teaching, joint service on important committees, collaborative research or related situations where the colleagues have unique access to observations or important information not generally available. Such letters should be appended at the end of the completed form.

It would be appropriate in this section to comment on the candidate's initiative and accomplishments toward his/her own professional development, as well as the quality of the candidate's collegial role in the advancement of Departmental goals.

Any comments provided by the candidate on the nature and quality of his or her work may be attached to this section.

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Section VI

DISSENTING OPINIONS (if applicable)

In those cases when faculty assembled for consultation provide written, signed statements of dissenting opinions, these written statements must be attached here and must also be summarized in Section V.

