

Developing and Maintaining Tenure and Promotion Portfolio

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Criteria for Tenure and Promotion

- In keeping with Bowie State University mission,
 - i. Appointment
 - ii. Promotion and
 - iii. Tenurecriteria (faculty handbook) for the teaching faculty shall consist of the following:

Criteria for Tenure Contd.

1. Teaching Effectiveness which includes student advisement;
2. Research/Scholarship and in appropriate areas, creative activities;
3. Relevant service to the community, profession,, and or institution.

Permanent Status Criteria

- As granting tenure pertains to teaching faculty, so is the granting of permanent status to faculty librarians.
- In order to achieve permanent status, faculty librarian must certify the following three criteria:

Permanent Status Contd.

1. Job Performance
2. Library Service; Professional activities; and
3. University Service

Tenure/Promotion/Permanent Status Process

- The dates leading to the completion of the procedural steps leading to the final decision on:

- 1 Tenure
2. Promotion
3. Permanent Status

are from September when the initial eligibility

Tenure/Promotion/Permanent Status Process Contd.

- For tenure review is sent to a prospective candidate through March 1 of the review year.
- The seven step process starts from the unit area and ends at the president's desk.
- If an appeal is involved, the process will continue from step 8 through 11.
- The president's decision is final.

Developing and Building Tenure/Promotion Portfolio

- In developing and building of tenure/promotion portfolio based on the three key areas:
 - i. Teaching
 - ii. Research/Scholarship
 - iii. Community Service

Developing and Building Portfolios Contd.

Teaching Effectiveness

- Faculty must show strong evidence of teaching effectiveness.
- There must be clear evidence of teaching evaluation both from peers (Peer review) at the unit area.
- There must also be a demonstrated evidence to show student evaluation of the faculty.

Developing and Building Portfolios Contd.

- Evidence of courses taught and grades assigned to students.
- Evidence of course syllabi used during the duration of your tenure track position or since tenured for promotion candidate.
- Recommendation from colleagues and students.

Developing and Building Portfolio Contd.

Research/Scholarship

- Evidence of participating in professional conferences by
 - Attending and presenting papers in professional conferences
- Serving on various conference panels and committees.
- Publishing articles in refereed journals.

Research & Scholarship

- Publishing books and book chapters
- Grantmanship – Evidence of funded and non-funded grants.
 - Evidence of Creative Activities.
- Evidence of strong collaboration with colleagues or research endeavors with other external bodies.

Developing and Building Portfolio Contd.

Community Service

Faculty should differentiate university community from their immediate community when reporting services performed under this category.

Bowie State University community and services rendered included but not limited



Community Service

- Various university committee services rendered.
- Ad hoc committees where services were rendered.
 - Services rendered to students' organizations or clubs.
 - Services rendered as a search committee member from the department to the university level.

Community Service

- Appointment or recommendation as a chair or co-chair of a university standing committee
- Serving as chair or co-chair of university board.
- Serving as unit or sequence coordinator.
- Performing on other relevant activities and programs that supports the university

Building your Tenure/Promotion Dossier

- The building of a tenure/promotion dossier is a consistent and every day activity.
 - At the end of each semester, gather all the activities that you have been involved in ranging from the three categories:
 - Teaching
 - Research/Scholarship
 - Community Service

Building your Tenure/Promotion Dossier

- Do not wait until your review year to start gathering your facts/data for your dossier.
- Do not load your dossier with unnecessary documents.
- Prepare your dossier and identify your documents according to the three categories.
- Describe each category very well and have support documents.

Building Your Tenure /Promotion Dossier

- Show evidence of your publications and or creative work in a bibliographical sketch or format showing the author (s) name, year of publication, research topic, name of journal and page number, example:

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- Nwokeafor, C. U. (2002). Strategic Technological Changes in Contemporary Advanced Information Society: A link between African Americans and Africa in the Diaspora. A paper presented at the Southern Interdisciplinary Roundtable on African Studies Conference Proceedings. Kentucky State University, Frankfort, Kentucky.



Building your Tenure/Promotion Dossier

- In the case of co-authored paper published or presented, example.

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- McLuhan, M., & Powers, B. R. (1989). The global village: Transformations in world life and media in the 21st century. New York: Oxford University Press.

Organization of Your Dossier

- Organize your dossier as follows:
 - Cover Page
 - Table of Content
 - Brief Profile
 - Introduction
 - Education
 - Teaching

- Organization of Your Dossier
 - Research/Scholarship
 - Community Service
 - Conclusion
 - Reference Page

End of Presentation

- Thanks for your being such an attentive audience.
- **INTERACTIVE SESSION!!!**

