THE UNIVERSITY OF SOUTHERN MISSISSIPPI®

PROMOTION AND TENURE REVIEW

OVERVIEW

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RESOURCES

OFFICE OF THE PROVOST WEBSITE

https://www.usm.edu/provost/internalportal/promotion-and-tenure.php
- Promotion and Tenure Dossier Instructions
- Promotion and Tenure School Documents
- Faculty Handbook chapters on promotion and tenure

https://www.usm.edu/provost/internalportal/faculty-handbook.php

CENTER for FACULTY DEVELOPMENT

https://www.usm.edu/faculty-development/promotion-tenure-review.php
- Workshops and sessions
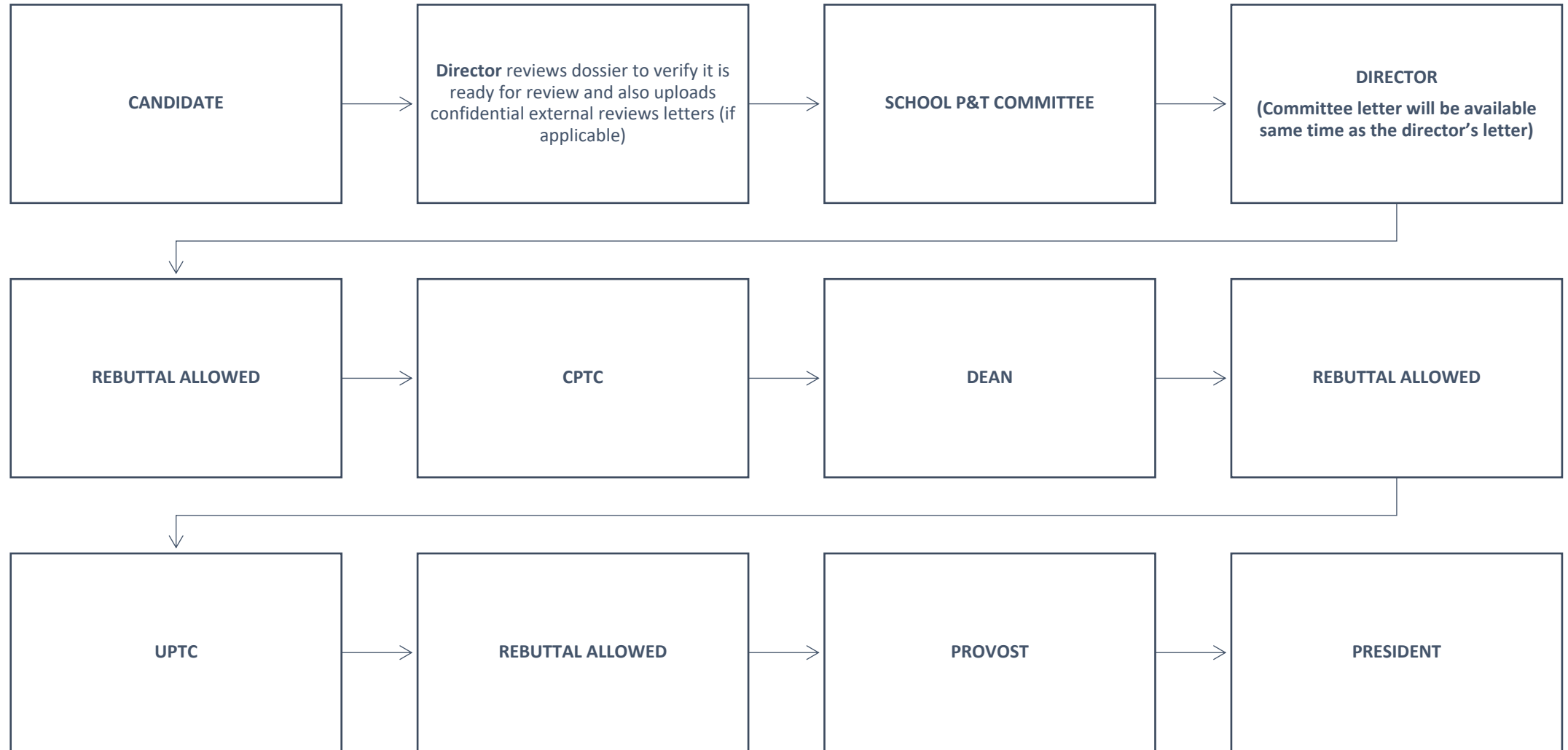- Panel presentations on how to present your accomplishments and tell your story

SCHOOL/COLLEGE COLLEAGUES
- **Your school director should be a primary point of information and guidance**
- Faculty mentor
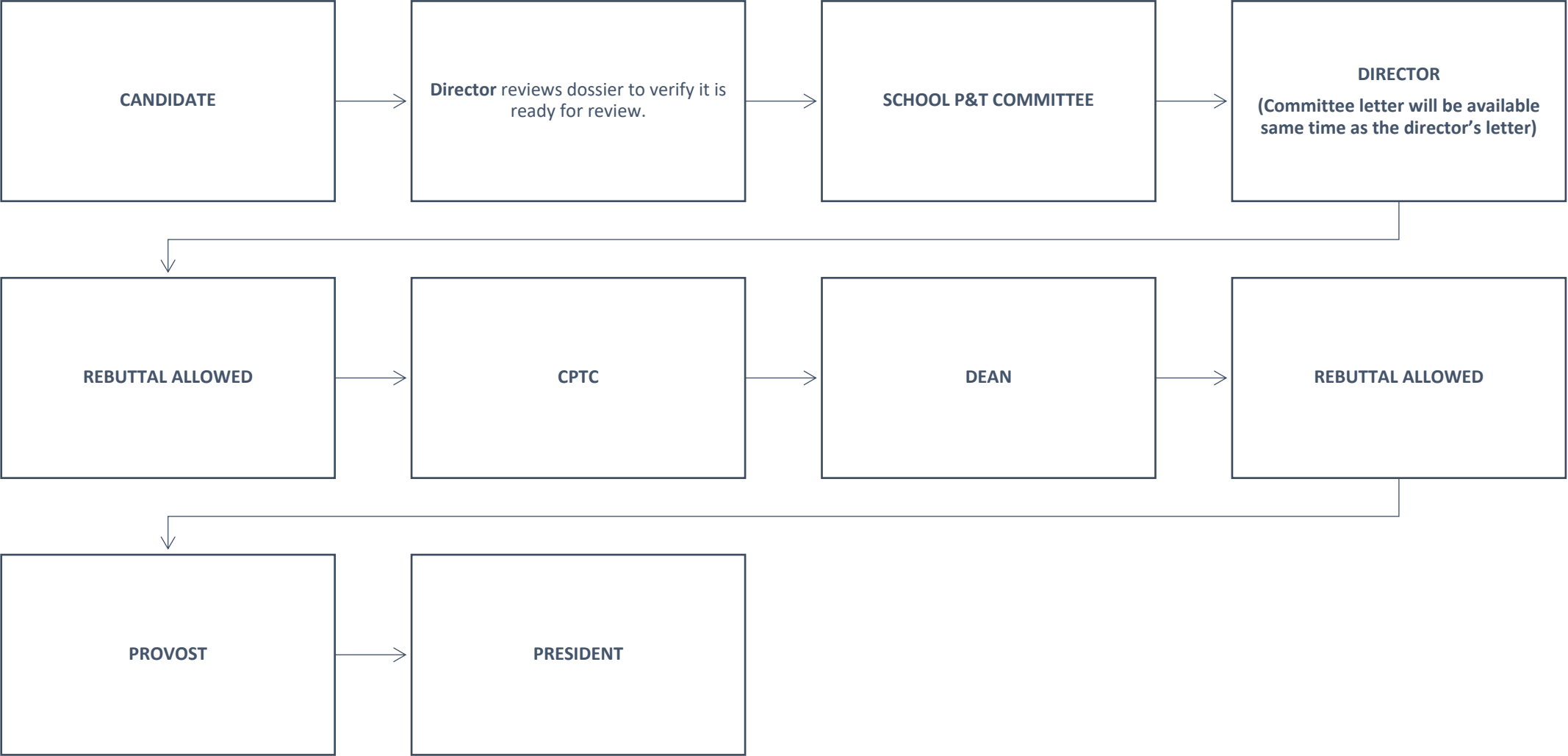- Colleagues from other schools/disciplines

OVERVIEW OF THE PROCESS

- Dossier Submission
- Reviews of Materials
- Evaluative body recommendations
- Rebuttals
- Final approvals

PROMOTION AND TENURE REVIEW PROCESS (ALL TENURE-STREAM FACULTY, ALL RANKS)

CANDIDATE	Director reviews dossier to verify it is ready for review and also uploads confidential external reviews letters (if applicable)	SCHOOL P&T COMMITTEE	DIRECTOR (Committee letter will be available same time as the director's letter)

REBUTTAL ALLOWED	CPTC	DEAN	REBUTTAL ALLOWED

UPTC	REBUTTAL ALLOWED	PROVOST	PRESIDENT

PROMOTION AND TENURE REVIEW PROCESS (ALL TEACHING FACULTY, ALL RANKS

| CANDIDATE | → | Director reviews dossier to verify it is ready for review. | → | SCHOOL P&T COMMITTEE | → | DIRECTOR (Committee letter will be available same time as the director's letter) |

| REBUTTAL ALLOWED | → | CPTC | → | DEAN | → | REBUTTAL ALLOWED |

| PROVOST | → | PRESIDENT |

PRE-TENURE/PRE-PROMOTION REVIEW PROCESS (ALL FACULTY, ALL RANKS)

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│             │     │ Director reviews     │     │                      │     │ DIRECTOR                 │
│  CANDIDATE  │ ──▶ │ dossier to verify    │ ──▶ │ SCHOOL P&T COMMITTEE │ ──▶ │ (Committee letter will   │
│             │     │ it is ready for      │     │                      │     │ be available same time   │
│             │     │ review.              │     │                      │     │ as the director's letter)│
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│   PROVOST   │ ──▶ │  PRESIDENT   │
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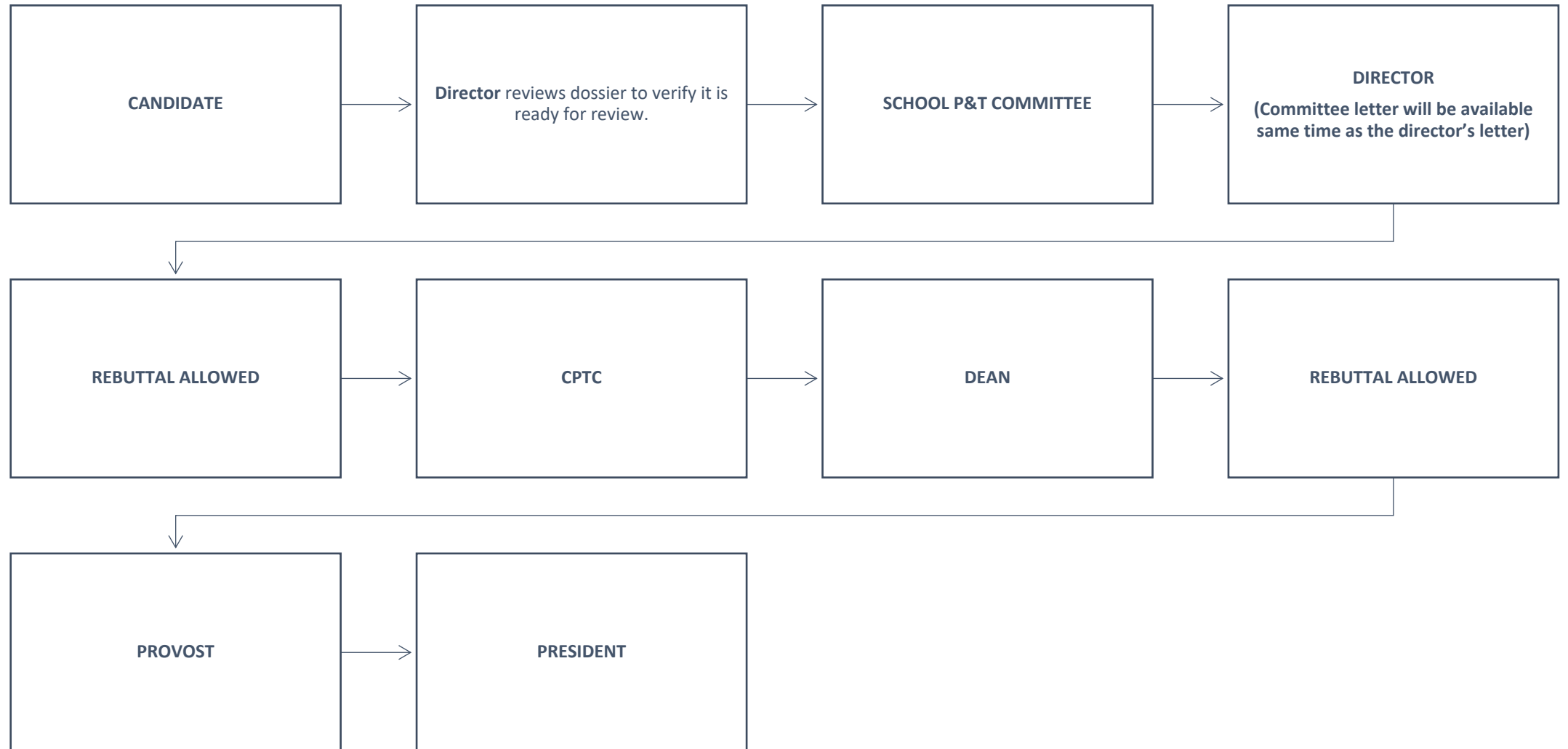
DOSSIER

- "Dossier" refers to the entirety of the materials submitted for review

- Contains the information that **demonstrates** your accomplishments, <u>impact</u>, and potential for continued and sustained performance

- Needs to be organized, concise, relevant, and substantive

- There are four sections: the facts, scholarship/creative activity, teaching or librarianship, and service

HOW TO CREATE A CUSTOM CV REPORT

Creating a custom CV report from Watermark Faculty Success –

- You are able to create a customized report of your activities that you can use in your dossier materials. **Click this link for more information** (this will take you to the Watermark Resource Center). This may be helpful if you want your research/scholarly activity to be organized and grouped in a different manner, want to create just a report of research for external reviewers or any other configuration of your information.

- The CV uploaded for the internal University review needs to follow the structure of the **Promotion and Tenure CV template**, but you are able to manipulate and customize the information under each section.

SCHEDULE AND LEVELS OF REVIEWS

- *Summer* – candidate external reviewer materials (if applicable) due via Workflow (in Faculty Success)
- *August* – candidate dossier submissions due via Workflow (in Faculty Success)
- *Late September* – school P&T committee recommendation
- *Late October* – school director recommendation and school committee recommendations submitted for college-level reviews
- *December* – College P&T committee recommendations
- *Mid-January* – College dean recommendation and college committee recommendations
- *Late February* – University P&T committee recommendations
- *Late March* – Provost's recommendation to the president
- *Late May/June* – Final notification of the approval of the award of tenure, promotion, or positive pre-tenure/pre-promotion reviews

SUGGESTED TIMELINE FOR FACULTY

Summer before your review year –

- Get feedback on dossier materials and essay
- Attend workshops

Mid- to late-June

- Have your rough draft of your narrative ready by late-June

Mid- to late-July

- submit a preliminary version of your dossier to your school director for feedback
- Have someone outside of your unit review your narrative statement

DEEPER DIVES

- DOSSIER PREPARATION - 2023

    Pre-Tenure, Promotion, and Tenure: Putting it Together
    Thursday, May 25, 10 – 11:30 a.m.
    Wednesday, June 21, 1 – 2:30 p.m.
    Tuesday, July 11, 1 – 2:30 p.m.

- Check the CFD website for more information

RESOURCE LINKS

PROMOTION AND TENURE WEBSITE

https://www.usm.edu/provost/internalportal/promotion-and-tenure.php

FACULTY HANDBOOK

https://www.usm.edu/provost/internalportal/faculty-handbook.php

CENTER FOR FACULTY DEVELOPMENT

https://www.usm.edu/faculty-development/workshops.php

FINAL INFO

Start Early – it ALWAYS takes longer than you think

Print to PDF – invaluable and you can do it from ANY application

ASK QUESTIONS – Don't be shy – people like to know that someone wants to know what they think!

Be Organized – it makes your assembly much easier

REMEMBER – YOU AREN'T ALONE IN THIS.