SHPRS Personnel Committee Advice to Candidates for Tenure and Promotion

This document was prepared by the SHPRS Personnel Committee. It is intended as a helpful checklist for colleagues preparing files in support of applications for tenure and/or promotion to Associate Professor or Professor in the School.

The guidelines for Tenure and Promotion are available at the [Provost's website](#).

General:
The Unit will provide a table of your numerical teaching evaluations for all of the courses you have taught. It is the candidate's responsibility to provide the rest of the information supporting his or her tenure or promotion case. Below is a list of the information that candidates should keep a running list of.

Names for External Reviewers: You will need to submit at least 10 names of people you recommend to serve as potential external reviewers. Five of the 10 names provided must be at approved peer or aspirational peer institutions, which are found at
https://www.azregents.edu/arizonas-public-universities/peer-institutions%20
https://www.aau.edu/who-we-are/our-members?id=16710
https://thecollege.asu.edu/sites/default/files/college_and_unit_peers.pdf

Proposed reviewers by you and the director must meet eligibility requirements as described in ACD506-04. It is recommended that this occur early in the spring semester, January preferably, following unit and college deadlines.

Personal Statement:
You will need to write a personal statement, which should be no more than four single-spaced pages, in 12-point font. It is highly recommended that you have your personal statement reviewed by the chair of the disciplinary personnel committee and at least one other senior faculty member before submitting it.

Teaching:
Tenure and promotion files must contain at least three kinds of evidence related to the evaluation of teaching and effectiveness in mentoring students:
1. Summary of Student Evaluations (required).
2. The numerical table of all courses taught (provided by the School).
3. Peer evaluations of your teaching (see number 5, below).
4. Other items to include could be evidence of receipt of or nomination for teaching awards, or a statement of your teaching goals and methods (additional options in step 2, section D, on [provost process guide](#)).

1. Indicate name and year of completion of
    a. MA students whose committee you chaired
    b. MA students whose committee you served on
    c. PhD students whose committee you chaired
    d. PhD students whose committee you served on

2. Indicate name and year of any
    a. undergraduate honors thesis committees you chaired
    b. undergraduate honors thesis committees you served on

3. Indicate name, semester, and year of
    a. undergraduate independent studies
    b. graduate independent studies

4. Indicate how many honors contracts you have supervised and in which courses.

5. Check with the faculty head or the chair of your faculty's personnel subcommittee to make sure that peer teaching evaluations of at least two courses are scheduled and completed. The courses should be at different levels (i.e., one at the 100 or 200 level, and another at the 300 or 400 level, or a graduate course). For tenure, it is preferable to have three peer teaching evaluations spaced out over the years.

Research:
1. For each article and book chapter you have published, indicate
    a. if it was peer reviewed or invited (or both)
    b. if it was published in a journal, some indication of the status of the journal (such as impact factor or acceptance rate of the journal)
    c. the proportion you contributed if the article or chapter was co-authored

2. For each book you have published or are in the process of writing or publishing, indicate
    a. what kind of publication it is (monograph, edited volume, textbook etc.)
    b. the status in your field of the press that has published or will publish the book
    c. the proportion you contributed if the book was co-authored or co-edited

3. The CV should be full and comprehensive, clearly indicating which academic presentations were peer-reviewed as well as which presentations were invited.

4. You should list any applications you have submitted for grants and fellowships, and indicate whether the applications were successful or not.

5. Give evidence of the impact of your work if possible (where and how often your work has been cited, etc.), including evidence of your national and international reputation. (Candidates

will typically be evaluated in relation to others at a similar career stage.)

Service:
1.   The CV should clearly indicate all faculty (philosophy/history/religious studies), SHPRS, college, university, and external service.

2.   List the names of the journals and presses for which you have done manuscript refereeing, and if possible how many articles/books you refereed.

3.   Candidates to full Professor are expected to perform leadership roles within and/or beyond the university.