

**SHPRS Progress Toward Tenure Preparation guidelines:**

1. HR Spec Sr notifies junior faculty member (“candidate”) as to what materials are needed in advance of the Progress Toward Tenure Review.

**SHPRS requested materials from candidate:**

2. Candidate submits materials to HR Spec. Sr.
  - A full and comprehensive Curriculum Vitae with page numbers and candidate name on each page.
  - A Personal Statement up to four pages in length, single spaced, 12 pt. font. The personal statement should help reviewers see relationships between the candidate’s teaching, research, and service; and how these activities have built the foundation for continued professional growth.
  - Publications/Creative Materials:
    - Candidate completes and signs (JPEG signature is accepted) the [Confirmation of Publications/Creative Materials Selections](#) by listing up to four publication titles or descriptions of creative activity reflecting his/her research, scholarship, and/or creative activities; please include citation information as applicable. A creative activities portfolio documenting overall professional activity may be submitted as one piece of evidence. Yvonne will add the pdf page numbers.
    - Candidate provides unit with electronic copies of publications/creative materials identified on the Confirmation of Publications/Creative Materials Selections. If applicable, submit three copies of CDs or DVDs of copyrighted material which cannot be scanned (e.g. music, film, etc.).
  - [Teaching and Mentoring](#) – For **2<sup>nd</sup> year reviews** you should have at least **one peer** evaluation on file. If not, please contact the faculty head for your discipline for assistance in scheduling an evaluation. **By year 4, two peer** evaluations should be on file. \*An option of a 3rd letter is recommended to address any issues identified during the Probationary Review.\*
  - Again, if you do not have the second evaluation on file, please contact your faculty head for assistance in scheduling an evaluation. Marissa Timmerman provides the Summary of Student Evaluation and will send you the summary for your review.
  - [Supporting Materials \(Optional\)](#) – Supporting materials may include additional electronic materials highlighting excellence in teaching, research, and/or service. Please feel free to include anything you feel is important to add.
3. HR Spec Sr uploads documents to the Dropbox for the SHPRS Personnel Committee and Director to review.
4. The PC disciplines write the letter for the progress toward tenure candidate in their respective discipline. The full PC meets to review the letters.

SHPRS Progress Toward Tenure process (junior faculty, typically yrs 2, 4, 5)

5. The final PC letters are uploaded to the Dropbox for the SHPRS Director to review.
6. The final SHPRS Director letter is uploaded to the Dropbox. In the SHPRS Director letter, include the candidates signature line below.

*By signing below, I acknowledge receipt of my Progress Toward Tenure Review*

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*(Candidate's name)*

*Date*

7. The SHPRS Director meets with each Progress Toward Tenure candidate to provide feedback on his/her professional development and progress toward earning tenure. Ideally, the feedback will be clear and direct regarding strengths and weaknesses of the candidate's teaching, research and service.
8. SHPRS Director provides candidate with a written summary (SHPRS Director letter) of the feedback.
9. Candidate signs the written summary.
10. HR Spec Sr provides candidate with a copy and uploads a copy to the unit's Progress Toward Tenure Dean's office Dropbox folder.

Additional resources:

[Guide to Faculty Reviews at ASU](#)

[CLAS – Learn More: Progress Towards Tenure Review](#)