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<u>Promotion and/or Tenure File Organization Workshop</u>
<u>May 3, 2021</u>
<u>Reviewers' Suggestion List</u>

- Many reviewers suggest to use the comprehensive activities sheet at the same time as the Faculty180 report to reduce the work of compiling all the info at promotion time. They suggest to keep an active word file going throughout the academic year noting all important activities or accomplishments as they occur, and this practice make filling out the documents very manageable at the end of the year.

- What helps reviewers a great deal is to keep your file at a reasonable size. Faculty with heavy teaching loads will automatically have a lot of Blue reports to upload, and that increase the size of the file—but providing a summary reports at the very front of that section will help reduce the size of the file.

- Bookmarks are key in the file and this helps the reviewers access the information quicker.

- External reviewers: there's a lot of variability in the type of external reviewers chosen by faculty from different units and discipline, but the goal is to select someone who can be objective and not a close collaborator, in their evaluation. According to several reviewers, they see a lot of letters from close collaborators or colleagues, who likely can't be completely objective in their assessment.

- Be sure to review your unit criteria in advance of preparing your file to see what is required and what is recommended. Many unit criteria specify peer teaching evaluations but often these materials are omitted by candidates. Many materials are included, but are unnecessary because the unit criteria only request a small representative of samples of teaching and research activities.

Note: Reviewers range from the unit peer committee, university wide committee, and administrators. The Promotion and/or Tenure Review process follows the guidelines, policies and procedures under Article 9 of the UNAC CBA, the Faculty Senate Blue Book Chapter 3, the UA BOR policies and regulations, and when required the Provost's consideration and input.