

## COMPLETING THE APPLICATION FORM FOR TENURE AND PROMOTION

*College of Science*  
Eastern Kentucky University

These guidelines are provided to help candidates for tenure and/or promotion to complete the required application form appropriately. The guidelines are based on university policy and experiences with previous applications, leading to both positive and negative recommendations. The college provides separate guidelines for assembling supporting materials to accompany applications for tenure and promotion.

### A. PREPARING THE SELF EVALUATION

1. Use the correct form. The appropriate form is titled *Application for Tenure and/or Promotion* and has a revised date of July 2014 in the footer (Though file name says Rev 8\_2016). The form may be downloaded from <http://policies.eku.edu/policy-464-tenure-and-promotion-forms>.
2. Do not modify the form but simply fill in the required information.
  - (a) Pay particular attention to the headers. Each section has an appropriate header that should be retained: “*Application for Tenure/Promotion: Teaching*”, “*Application for Tenure/Promotion: Scholarly/Creative Activities*”, “*Application for Tenure/Promotion: Service.*” **Applications with improper headers will be returned to the candidates for proper formatting.**
  - (b) Do not delete items on the form. If a particular requested item does not apply to your situation, it is better to so indicate by “NA” (for not applicable) rather than deleting the item.
3. Read and follow the guidelines/instructions on the form. While we expect students to follow instructions on work we assign to them, we, as faculty, sometimes forget to live by the same standards.
4. Provide complete, truthful, and accurate information.
  - (a) Provide information, explanation, and assessment concerning teaching, service, and scholarly/creative achievements in the application form. The information should be complete, truthful, and accurate.
  - (b) Present the information, explanation, and assessment clearly and concisely. Overly lengthy applications tend to be repetitive, incoherent, and generally do not necessarily serve candidates well. On the other hand, very brief applications may be incomplete in the sense that there may not be sufficient information or analysis for reviewers to fully assess the work. Avoid the extremes. While being concise, the application should be adequate to present the candidate to reviewers at various levels of the university.

- (c) Make use of the narrative sections to explain and assess your work but not to repeat or summarize information already provided. The narrative sections play an important role in helping evaluators understand your activities and accomplishments in the areas of teaching, research/creative activities, and service. Make use of these sections to help readers understand information unique to your discipline or field and your duties.
5. EKU as an institution considers teaching a high priority. Hence, provide a narrative analysis to help evaluators understand what you have done to be effective in your teaching. As part of this narrative, be sure to **provide** and **analyze** results of evaluation of your teaching.
- (a) In the section on Evaluation of Teaching, report results of evaluation of your teaching using the IDEA instrument (or approved alternative). While the actual IDEA reports are to be submitted in the notebook of supporting materials, the results should be summarized in this section. For example, a summary of the IDEA data may be reported in tabular form such as:

SUMMARY OF TEACHING EVALUATION USING THE IDEA INSTRUMENT

Course	Progress on Relevant Objectives		Excellent Teacher		Excellent Course		Summary Evaluation	
	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.
CHE 515 Spring 2013								
CHE 112 Spring 2013								
CHE 450 Fall 2012								
CHE 112 Fall 2012								
CHE 105 Spring 2012								

EKU transitioned from the IDEA instrument to eXplrance Blue in the fall 2016 semester. You can find information on how to interpret themes on eXplrance Blue reports at <http://ir.eku.edu/explrance-blue>.

- (b) Similarly, provide a summary of the results of the second systematic method of evaluating instruction required by university policy. **Ensure that the data reported is in line with established departmental policy.** For instance, if departmental policy calls for peer classroom observations, then results of such observations should be presented. If the policy calls for use of “departmental merit system”, you should provide and explain how the scores from the merit system are used, etc.

- (c) Discuss any trends or anomalies observed in the data summarized above.
- (d) Discuss what you, students, and others view as strengths and weaknesses in your teaching. Refer to results of previous evaluations, and explain what you have done to address perceived problems and needs and to continue to improve as a teacher.

**Some candidates do not fully provide evidence of their teaching effectiveness or appropriately analyze and reflect upon the results of their teaching evaluations. Reporting data on the university mandated second systematic method of assessing teaching performance has been particularly problematic. All candidates should note that lack of these data/evidence may result in a negative recommendation for tenure and/or promotion by the college P&T committee.**

- 6. All applications should be self-contained. While supporting documentation should be provided and referenced in the application, the application itself should be self-contained. Candidates should not assume that the presence of supporting materials precludes the explanation and assessment of information provided in the application form.
- 7. Ensure that your application and supporting documentation are complete, well presented and organized. Minimize spelling and typographical errors. It is a good idea to get someone to read over your application before you submit it.

#### B. SUBMISSION OF APPLICATIONS (ELECTRONIC AND HARD COPY)

- 1. Submit your application on time. Departments have the right to not accept late applications and the College fully supports them in exercising this right. Departmental P&T guidelines have the specific dates (Sept. 20 for most departments in COS).
- 2. The complete application package for tenure and/or promotion shall be submitted in two notebooks. A checklist that spells out which materials go into which notebook is another resource provided by the college to help candidates prepare their application materials.
- 3. The self-evaluations, department committee reports, and department chair reports are distributed to the college P&T committee members electronically using a secure system, hence electronic submission is required.
- 4. Only pdf or MS Word files are accepted.
- 5. Hard copies with original signatures and on appropriate colored paper will continue to be required for onward transmission to other committees. The supporting materials will continue to be submitted in hard copy format only.
- 6. Each candidate for promotion and/or tenure should provide the department P&T committee chair with an electronic version of his/her application at the same time he/she submits the hard copy. **The two versions should be identical.** Should the committee later request the candidate to make changes to the application, the candidate should resubmit the revised electronic version too.