

College of Behavioral and Social Science Promotion & Tenure Manual 2011

*Note: the order of this section matches the order of the Transmittal Form (see pg. 5).

Department Chair's Letter

1. The first paragraph of each letter (i.e., from the Department Chair and the Department Report) should summarize the votes and the gist of the letters, evaluations, and actions that proceeded. They should state whether the person/committee strongly agrees or disagrees with the previous votes/thoughts on the candidate and should not gloss over any dimension of review (i.e., scholarship, teaching, and service).
2. All negative votes and abstentions must be addressed and explained in the department APT committee report and the chair's letter.
3. The dean would like the letters not to be excessively lengthy and would like to avoid redundancies. Please try to keep the letters, and therefore the dossiers, short and to the point.
4. At the request of the campus APT review committee, quotes from letters should not be included in the chair's letter.

Notes on Voting- The total number of departmental votes (including people who were absent) should equal the number of people who were eligible to vote on the Transmittal Form.

Promotion Criteria- Please make sure your department's APT criteria are up to date.

Candidate Notification Letter- Notification letters should be sent out from the chair about the status of the department's decision (**only** for internal promotions- not new appointments), and a copy should be included in the dossier.

Dept. APT Committee Report

1. Only the department committee evaluative report should repeat direct quotes from external letters. Try to avoid long quotations from letter writers- campus wants to have letters in your own words and hear how this person would benefit the department's mission and the university's mission of excellence.
2. The dean would like the letters not to be excessively lengthy and would like to avoid redundancies. Please try to keep the letters, and therefore the dossiers, concise and to the point. Letters containing a paper-by-paper assessment are not required.
3. Please make sure that the Dept APT Committee Report lists the names of all the members and is signed and dated by at least the committee chair. The Dept APT Report needs to indicate the time and date of the meeting and the vote, preferably in the first paragraph.
4. Any negative votes and/or abstentions should be addressed and explained in the Department APT Committee Report.

Summary of Professional Achievements - The “Summary Statement of Personal Achievements” needs to be signed and dated.

Curriculum Vita

1. The CV must follow campus format-if it doesn't, ask the candidate to redo it in the UMD format (obviously most helpful if you remind them when you first start getting package together so the correct CVs are sent to letter writers).
 - Faculty Affairs wants both graduate student co-authors and first authors indicated using an asterisk or bold. Note- Economics does not have first authors.
 - Also citation of grants should designate the P.I., dates and amounts the candidate (and his/her lab) was funded in addition to funding source and grant title.
 - The template of the CV can be found at:
<http://www.faculty.umd.edu/policies/index.html> toward the bottom of the webpage or see pg. 6-8 of this manual.
 - The publications listed on the CV should be in reverse-chronological order.
2. CVs should be signed and dated in late spring (May/June) because that is the CV that should be sent out to the letter writers.

Personal Statement

1. This should be signed and dated.
2. New appointments outside the university do not need to write a Personal Statement.
3. A template/sample can be found: <http://www.faculty.umd.edu/policies/index.html>

Letter Log of External Evaluators

1. Make sure that the external letter writers are placed in the order listed on the letter log and that they are grouped by Unit and Candidate Choice.
2. Remember, a complete communication log must be kept, showing all interactions with external letter writers, and included with the dossier that is sent forward. This includes any people who, for whatever reason, decline.
3. A template/sample can be found: <http://www.faculty.umd.edu/policies/index.html>

Credentials of External Evaluators- Those who declined to write a letter evaluating the candidate in the “Letter Log” should not be included in “Referees Credentials.” The credentials order should match that of the Letter Log (as well as the order of the external letters).

Sample Solicitation Letter

1. Please include a sample letter, even if you contacted the external letter writers via email.
2. The letter writers should be sent the candidate's personal statement, signed C.V. and two examples of published articles (for the dossier, you can send a hyperlink to these- you do not have to send a bulky, hard-copy packet via campus mail).
3. A template/sample can be found at: <http://www.faculty.umd.edu/policies/index.html>

External Evaluator Letters- When soliciting **external letter writers**, please remember to:

1. Avoid co-authors and collaborators. We will double-check against each candidate's CV and will disqualify proposed external letter writers who are closely connected with the candidate.
2. Suggest external letter writers from diverse institutions (for example- do not suggest 3 professors from UCLA- try to give suggestions from different institutions). We will lean

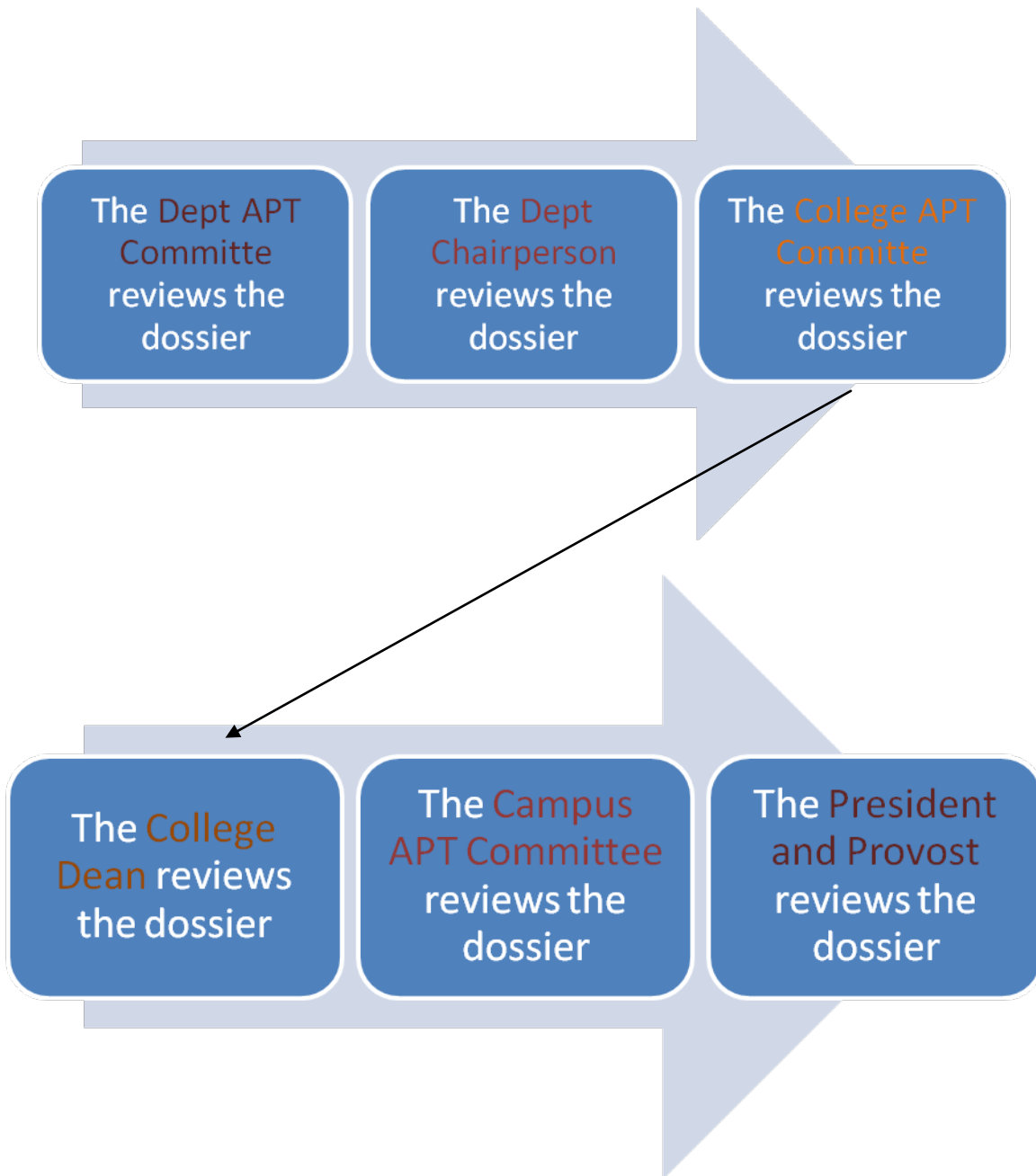
heavily against approving two external letter writers for the same candidate from the same department.

3. Give information not only about the professor's credentials, but about their institution's credentials. (for example- schools ranked high for one field might not always be in the top tier for general education- if this happens, make sure you make a strong case for choosing a letter writer from that institution). Preference will be given to departments that are at our ranking and higher. This information should be included.
4. A template letter for soliciting external letter writers can be found at: <http://www.faculty.umd.edu/policies/index.html> toward the bottom of the webpage.
5. The order of the external letters should match the order of the order stated on the Letter Log.

Other Important Notes

1. If you have questions on something please contact us (the Dean's Office) rather than including documents about which you are unsure whether they belong in the dossier.
2. Please do not send the candidate's teaching portfolio to letter writers.
3. When signing and dating a document, have people do it on the **top front page** of the document for easy identification.
4. Use suggested table of Summary Course Evaluations from website and do not include pages of course evaluations. Campus wants to see a numerical summary.

Promotion & Tenure Flow Chart:



(Sample) Transmittal Form 2010-2011

Found at: <http://www.faculty.umd.edu/policies/index.html>

Candidate's Name _____ U ID. No. _____

Primary Unit _____ Secondary Unit _____

College _____

Present Rank _____ Date to Rank _____

Proposed Rank _____

Mandatory Review? YES ___ NO ___ Citizenship _____

Type of Appointment: 9-Mo ___ 9.5-Mo ___ 10-Mo ___ 12-Mo ___

New Appointment? YES ___ NO ___

Primary Unit (Tenure Home)	Meeting Date	Summary of Votes		Abstentions		Absent	Sum
		Positive	Negative	Voluntary	Mandatory		
Department APT Committee							
Department Chair							
College APT Committee							
Dean							

Secondary Unit (If Joint Appointment)	Meeting Date	Summary of Votes		Abstentions		Absent	Sum
		Positive	Negative	Voluntary	Mandatory		
Department APT Committee							
Department Chair							
College APT Committee							
Dean							

CONTACTS Type Name	Phone No. & Email	Office Address
Dean:		
College APT Spokesperson:		
Department Chair:		
Dept. APT Spokesperson:		

ORDER OF ITEMS TO BE INCLUDED IN THE ELECTRONIC DOSSIER

1. Transmittal Form	7. Curriculum Vitae (signed & dated)
2a. Dean's Letter	8. Reputation of Publication Outlets
2b. Candidate Notification Letter (if applicable)	9. Personal Statement (signed and dated)
3. College APT Committee Report	10. Letter Log of Letters of Evaluation
4a. Department. Chair's Letter	11. Credentials of External Evaluators
4b. Promotion Criteria	12. Sample Letter Requesting Evaluation
4c. Candidate Notification Letter	13. Responses of External Evaluators
5a. Dept. APT Committee Meeting Report	14a. Data and Analysis of Student Evaluations
5b. Evaluative Report by IRC	14b. Data and Analysis of Peer Evaluations
5c. Optional Minority Report	14c. Mentorship, Advising, Research Supervision
6. Summary Statement of Professional Achievements (signed & dated by candidate)	

(Sample) CURRICULUM VITAE
(Insert Name)

Notarization. I have read the following and certify that this curriculum vitae is a current and accurate statement of my professional record.

Signature _____ Date _____

1. Personal Information
2. Research, Scholarly, and Creative Activities (should be listed in reverse chronological order).

a. Books.

- i. Books authored.
- ii. Books edited.
- iii. Chapters in books.

b. Articles in Refereed Journals.

NOTE: Each C.V. should contain the full citation for scholarly pieces, with all authors cited exactly in the order in which they appear in the publication! The sole exception is when the work is a product of a large group. Candidates should designate the identity of the lead or corresponding author for joint authorships using * or placing that name in bold. Candidates should also identify which undergraduate, graduate and postdoctoral and Faculty Research Assistants were co-authors. A common convention is to designate the corresponding (lead) author with boldfacing and also to mark researchers/students of the candidate with a (*). A footnote may be used to indicate the convention you have selected. Be sure to list the authors in exactly the order they appear in the publication. It may be useful for multi-authored articles to indicate the role of the candidate. See the *Proceedings of the National Academy of Sciences of the United States of America* website (<http://www.pnas.org>) for examples of what is required.

c. Monographs, Reports, and Extension Publications.

d. Book Reviews, Other Articles, and Notes.

e. Talks, Abstracts, and Other Professional Papers Presented.

- i. Invited talks, etc.
- ii. Refereed conference proceedings.
- iii. Unrefereed conference proceedings.

- f. Films, CDs, Photographs, Websites, etc.
 - g. Exhibits, Performances, Demonstrations, and Other Creative Activities
 - h. Original Designs, Plans, Inventions, Software, and/or Patents.
 - i. Contracts and Grants.
 - j. Fellowships, Prizes, and Awards.
 - k. Editorships, Editorial Boards, and Reviewing Activities for Journals and Other Learned Publications.
 - l. Other.
3. Teaching, Mentoring, and Advising
- a. Courses taught in the last five years.
 - b. Course or Curriculum Development.
 - c. Manuals, Notes, Software, Webpages, and Other Contributions to Teaching.
 - d. Teaching Awards and Other Special Recognition.
 - e. Advising: Other Than Research Direction.
 - i. Undergraduate.
 - ii. Graduate.
 - iii. Other advising activities (advising student groups, special assignments, recruiting, faculty mentorship, etc.)
 - f. Advising: Research Direction.
 - i. Undergraduate.
 - ii. Master's.
 - iii. Doctoral.
 - g. Extension Activities.
4. Service
- a. Professional.
 - i. Offices and committee memberships held in professional organizations.
 - ii. Reviewing activities for agencies.
 - iii. Other unpaid services to local, state, and federal agencies.
 - iv. Other non-University committees, commissions, panels, etc.

- v. International activities not listed above.
 - vi. Paid consultancies.
- b. Campus.
- i. Departmental.
 - ii. College.
 - iii. University.
 - iv. Special administrative assignments.
 - v. Other.
- c. Community, State, National.
- d. Service Awards and Honors.