

# Promotion and Tenure at Stetson University

Carolyn Nicholson, Chair, University Promotion and Tenure Committee

## Promotion and Tenure Process

- ▶ Year 1: Annual FAR submitted to Chair; Chair responds in writing to FAR; optional response to Chair letter; annual performance letter from Dean
- ▶ **Year 2: Second Year Review by Committee (portfolio required). Formal review letter generated with specific recommendation; Dean makes recommendation.**
- ▶ Year 2: Annual FAR submitted to Chair; Chair responds in writing to FAR; optional response to Chair letter; annual performance letter from Dean
- ▶ Year 3: Annual FAR submitted to Chair; Chair responds in writing to FAR; optional response to Chair letter; annual performance letter from Dean
- ▶ **Year 4: Fourth Year Review by Committee (portfolio required). Formal review letter generated with specific recommendations; Dean makes recommendation.**
- ▶ Year 4: Annual FAR submitted to Chair; Chair responds in writing to FAR; optional response to Chair letter; annual performance letter from Dean
- ▶ Year 5: Annual FAR submitted to Chair; Chair responds in writing to FAR; optional response to Chair letter; annual performance letter from Dean
- ▶ **Year 6: Submission of Promotion and Tenure Portfolio in September. Formal review process begins.**

## Review Process

- ▶ Your Committee: Recommendations and Suggestions
  - ▶ Second Year Review, Fourth Year Review, Final Review
- ▶ College/School P&T Committees
  - ▶ Final Review only
- ▶ Dean Recommendation
  - ▶ All reviews
- ▶ University P&T Committee
  - ▶ Final Review only

## Advice for New Faculty Members

- ▶ Keep all documents and reviews!
- ▶ Ask for things in writing.
- ▶ Respond to ALL specific recommendations with comments and/or changes.
- ▶ Build professional and organized portfolios (i.e., don't wait until last minute).
- ▶ Use FAR documents strategically.
- ▶ Attend P&T information sessions (annual event).
- ▶ Bookmark the policy docs and the planning templates/checklists.
  - ▶ <http://www.stetson.edu/administration/provost/policies-and-guidelines/tenure-and-promotion.php>
- ▶ Know your divisional standards.
- ▶ If you are in a small department, get your committee identified asap. Discuss this matter with your Chair.

## Surviving the Journey...

- ▶ Ask Questions! Talk to your Chair. Talk to your mentor. Call me.
- ▶ It's stressful. Open communication and sharing your concerns helps.
- ▶ If your calendar is different, be very clear on expectations. See your Chair.
- ▶ The University Promotion and Tenure Committee is here to help.
  - ▶ Carolyn Nicholson, Department of Marketing, Chair
  - ▶ David Bjella, School of Music
  - ▶ Debbi Dinkins, DuPont Ball Library
  - ▶ Terry Farrell, Department of Biology
  - ▶ Kimberly Flint-Hamilton, Department of Sociology and Anthropology