

# GUIDELINES

## PREPARATION OF PORTFOLIO FOR RANK PROMOTION AND TENURE

Andrews University promotes and tenures its faculty as an acknowledgement of their contributions to the University, the Seventh-day Adventist Church, their profession and the wider community. The University promotes and grants tenure to faculty who meet the criteria outlined in the promotion and tenure guidelines.

The application for a Faculty Member Self-Appraisal portfolio contains forms that provide questions to be answered and directions for building your portfolio.

Your portfolio should have two parts:

- (a) Self-Appraisal, including a narrative for each of the desired characteristics, and
- (b) Attachments that provide supporting evidence.

Rank Promotion and Tenure Portfolios shall be compiled as electronic portfolios (ePortfolios) using the electronic platform Mahara (<https://mahara.andrews.edu>). Please contact the Department of Digital Learning and Instructional Technology ([dlit@andrews.edu](mailto:dlit@andrews.edu)) for assistance in training/support for ePortfolio template.

Your self-appraisal section should be comprehensive yet succinct (up to 20,000 words of narrative) with links to the evidence or supporting documents.

The timeline for your portfolio submission is:

- Draft portfolio submission to your department chair by **August 1**. The chair will review your Self-Appraisal, provide feedback, and prepare his/her own appraisal of your work as a member of the faculty of your school and the university.
- Draft portfolio submission (which included the chair's feedback and appraisal of your portfolio) to your dean by **September 1**.
- Final portfolio submission to your department chair by **October 15**.
- Final portfolio submission to your dean by **November 15**.
- Final portfolio submission to the Chief Academic Officer by **December 15**.
- Notification of the Committee's recommendation is given by **mid-April**.

*The committee will not accept late applications.*

The Advancement in Rank and Tenure website ([https://www.andrews.edu/documents/academic/rank\\_and\\_tenure/index.html](https://www.andrews.edu/documents/academic/rank_and_tenure/index.html)) provides the application form and rubrics to aid you in your application.

### Supporting Documents

Attachments are materials which give evidence to support your statements in the Self-Appraisal. Refer to the supporting evidence at appropriate places within the Self-Appraisal.

Be selective in deciding what will be included as supporting material. The material should be selected from your activities during the last five years or since your last promotion.

If the timing of your application compared to eligibility policy is unusual, e.g. “early review” for rank promotion or tenure, please include a copy of correspondence from your chair or dean about such timing as a cover attachment to your CV. Such information, while useful to verifying the appropriateness of timing for submitting the portfolio, does not negate the normal expectations for achieving the criteria for promotion or appointment. Information on personal finance or hiring financial arrangements should not be included.

If you have special materials which are illustrative of your work (book, CDs, video), indicate in the appropriate Self-Appraisal section that these are available to the committee if needed. A copy of the title page and Table of Contents for a book may be sufficient.

### Current Vitae (CV)

Your CV need not be exhaustive but should be comprehensive enough to give the committee pertinent information in making its decision. Thus, it should include all career teaching positions and institutions, as well as all professional and scholarly publications during your academic career. The CV should follow the same organizational pattern as what is annually submitted in the annual report.

If you are applying for an advanced rank (Assoc. Professor or Full Professor), be sure that your documentation shows evidence of development and maturation in your faculty career. The committee will look for patterns of sustained activity in improved teaching and scholarly effort. In the CV, your grouping of scholarly achievements should differentiate between peer-reviewed/refereed material, professional but non-refereed material, and other kinds of publications which represent service to the public.

### Criteria for Promotion.

*Working Policy 2:308* provides a list of desired characteristics for each of the areas of Teaching, Scholarship, and Service. The rubrics provide additional guidelines for each area. The Self-Appraisal is organized so that you can describe and present your performance in these areas. Some particular suggestions are provided below.

### Evidence for Teaching Performance

In addition to your own description and explanation of your teaching performance, objective evidence should be provided in the portfolio. Evidence from student evaluations should be included as supporting documents. If you have used peer review of teaching, these would also be valuable evidence. Objective testimony for high quality of teaching may also be included: e.g., correspondence from a graduate advisor about the quality of preparation of an undergraduate alumnus, or a positive letter from an employer. Alumni letters can be useful but should be selected to illustrate how your teaching has advantaged the graduate. Teaching awards and other recognitions of teaching performance are certainly appropriate as evidence.

If you have chaired doctoral dissertation committees, written comments from the graduate dean regarding the nature and quality of the work done could be included. The doctoral dissertation committees chaired should be listed in the CV. Information about advising and mentoring of individual students should be included under Service.

#### Evidence for Scholarly and Creative Work

Maturity of scholarship should be evident in the way publications, presentations, and other scholarly activities are listed. If you are uncertain where to position a particular item, review the information provided by the Office of Research & Creative Scholarship (<https://www.andrews.edu/services/research/> under Faculty Resources) on submitting publications, or seek counsel of a senior colleague or your chair.

Distinctions should be drawn between the types of peer review represented in the items submitted. If a presentation to a scholarly organization has been made, cite the full name of that organization (not an acronym which might be unfamiliar to those outside your discipline). If there was any peer review process used in selecting your paper for presentation or subsequent publication, describe the procedure used.

Do not list a doctoral dissertation as a refereed scholarly publication unless it has been published as a book by a reputable scholarly publisher such as a university press or as a refereed article in a scholarly national journal. Many applicants have found it helpful to include copies of published scholarly articles or papers presented at professional conferences in the Attachments section of the portfolio. For books, providing a copy of the Table of Contents for the book and title pages is usually sufficient.

The assessment of the chair and the dean is important regarding the quality and appropriateness for consideration in items presented. Descriptions of how a particular journal is ranked within your discipline as well as citation counts are also helpful for evidencing the impact of your scholarship.

#### Evidence for Service to the University, Church, and Community

In describing the contributions you have made to support your department/school, college, and the university, as well as the church and community, provide evidence of the impact your contributions have made. This evidence may be attachments of correspondence, awards, or other forms of recognition. Note that the appropriate place for publications which serve the general church or local community is in this section.

#### Feedback & Mentorship

Successful candidates often report that the advice of senior colleagues on the portfolio has been invaluable. It is recommended that you seek mentors, including your department/school chair, and invite their candid feedback throughout the drafting of your Portfolio. Current members of the Rank and Tenure Committee are unable to function as mentors; however, annual training for eligible applicants is provided by the leadership of the Committee.