

**APPOINTMENTS AND PROMOTIONS COMMITTEE’S  
MEMBERSHIP, CALENDAR, AND CHECKLIST  
FOR 2009-10**

The members of the Appointments and Promotions Committee for 2009-2010 are: Dean Rena Fraden (Chair), Professors Daniel Blackburn, Timothy Curran, John Georges, Joan Hedrick, Louis Masur, Mark Setterfield.

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Copies of Cover Sheets for files for each level of reappointment and promotion are available on the Dean of Faculty’s website ([www.trincoll.edu/Academics/DeanOfFaculty/AppointmentsandPromotions.htm](http://www.trincoll.edu/Academics/DeanOfFaculty/AppointmentsandPromotions.htm)). These are a record of the contents of the candidate’s file listing the Required and Optional Materials outlined below, and the number of copies needed.

It should be noted that A&P evaluates candidates and files based on the language found in the [Faculty Manual](#) on the Dean of Faculty’s website. All faculty involved in the A&P process should consult this section of the faculty manual.

**I. Calendar and Checklist for Promotion to Professor:**

A. **Calendar:** [NOTE: to allow adequate time for external evaluators to consider the materials sent to them, it is important that the promotion process be begun early in the spring semester preceding the fall semester when consideration by the Appointments and Promotions Committee is scheduled].

1. **April 17, 2009:** deadline for candidates to meet with the Dean of Faculty to select external evaluators.
2. **May 15, 2009:** deadline for packets to be sent to external evaluators. Packets should include the curriculum vitae, the candidate’s statement (which may be limited by the

candidate to a discussion of the candidate's program of scholarship), and appropriate scholarly/creative materials.

3. **September 1, 2009:** deadline for external evaluators' reports.
4. **October 1, 2009:** submission of completed file to the Office of the Dean of Faculty, INCLUDING scholarly/creative material, as well as copies of the CV and candidate's statement sent to external evaluators, if different from the versions for A&P.
5. **December 15, 2009** (target date): notification of recommendation of the Appointments and Promotions Committee.

## B. Checklist:

### REQUIRED MATERIALS:

1. Curriculum vitae (see **Appendix A1**).
2. Candidate's statement (see **Appendix A2**).
3. Departmental recommendation assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, additional recommendation from program director; for persons in non-tenure-track chairs, recommendation from filekeeper (**this letter is to be signed by the candidate and all tenured members of the department or committee**) (see Appendix A3 and A4).
4. Letters of evaluation from each tenured member of department assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from tenured members of the program as selected by program director; for non-tenure-track chairs, letters of evaluation from committee members. Colleagues' evaluation of teaching should be based in part on classroom visits and the review of student course evaluations and any (e.g., student, faculty) letters addressing teaching (see Appendix A3).
5. Copies of scholarly/creative materials, presented, published, or accepted for publication.
6. Four or more letters from external evaluators (see Appendix A5).
7. A judicious selection of course and independent study materials (e.g., syllabi, writing assignments, tests, examinations).
8. Student course evaluations for all courses taught in rank. Each course's evaluations should be accompanied by a quantitative summary where possible.
9. Letters from students or graduates addressing teaching and advising (the filekeeper should indicate how these writers were selected).

### OPTIONAL MATERIALS:

1. Material submitted to journals or presses.
2. Work in progress.
3. Letters of evaluation from untenured members of department or program.
4. Letters from Trinity faculty and others addressing teaching and service. If the candidate teaches a course that is a component of the required curriculum in a department or program outside of the candidate's home, the department/program may be invited to submit letters pertaining to the candidate's teaching of that particular course.

5. Letters from collaborators.

## II. Calendar and Checklist for Tenure and Promotion to Associate Professor:

**A. Calendar:** [NOTE: to allow adequate time for external evaluators to consider the materials sent to them, it is important that the promotion and tenure process be begun early in the fall semester preceding the spring semester when consideration by the Appointments and Promotions Committee is scheduled].

1. **September 15, 2009:** deadline for candidates to meet with the Dean of Faculty to select external evaluators.
2. **October 1, 2009:** deadline for packets to be sent to external evaluators. Packets should include the curriculum vitae, the candidate's statement (which may be limited by the candidate to a discussion of the candidate's program of scholarship), and appropriate scholarly/creative materials.
3. **December 1, 2009:** deadline for external evaluators' reports.
4. **January 11, 2010:** submission of completed file to the Office of the Dean of Faculty, INCLUDING scholarly/creative material, as well as copies of the CV and candidate's statement sent to external evaluators, if different from the versions for A&P.
5. **March 15, 2010** (target date): notification of recommendation of the Appointments and Promotions Committee.
6. **May 2010:** reporting of the decision to the Trustee Academic Affairs Committee.

### B. Checklist:

#### REQUIRED MATERIALS:

1. Curriculum vitae (**see Appendix A1**).
2. Copy of reappointment letter (if under "old" system, include both 1<sup>st</sup> and 2<sup>nd</sup> reappointment letters).
3. Candidate's statement (**see Appendix A2**).
4. Departmental recommendation assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, additional recommendation from program director; for persons in non-tenure-track chairs, recommendation from filekeeper (**this letter is to be signed by the candidate and all tenured members of the department or committee**) (see Appendix A3 and A4).
5. Letters of evaluation from each tenured member of department assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from tenured members of the program as selected by program director; for non-tenure-track chairs, letters of evaluation from committee members. Colleagues' evaluation of teaching should be based in part on classroom visits and the review of student course evaluations and any (e.g., student, faculty) letters addressing teaching (see Appendix A3).
6. Copies of scholarly/creative materials, presented, published, or accepted for publication.

7. Four letters from external evaluators (see Appendix A5).
8. A judicious selection of course and independent study materials (e.g., syllabi, writing assignments, tests, examinations).
9. Student course evaluations for all courses taught in rank. Each course's evaluations should be accompanied by a quantitative summary where possible.
10. Letters from students or graduates addressing teaching and advising (the filekeeper should indicate how these writers were selected).

**OPTIONAL MATERIALS:**

1. Material submitted to journals or presses.
2. Work in progress.
3. Letters of evaluation from untenured members of department or program.
4. Letters from Trinity faculty and others addressing teaching and service. If the candidate teaches a course that is a component of the required curriculum in a department or program outside of the candidate's home, the department/program may be invited to submit letters pertaining to the candidate's teaching of that particular course.
5. Letters from collaborators.

**III. Calendar and Checklist for Reappointment (or Second Reappointment under "Old System"):**

**A. Calendar:** [NOTE: to allow adequate time for external evaluators to consider the materials sent to them, it is important that the promotion and tenure process be begun early in the fall semester preceding the spring semester when consideration by the Appointments and Promotions Committee is scheduled].

1. **September 15, 2009:** deadline for candidates to meet with the Dean of Faculty to select external evaluators.
2. **October 15, 2009:** deadline for packets to be sent to external evaluators. Packets should include the curriculum vitae, the candidate's statement (which may be limited by the candidate to a discussion of the candidate's program of scholarship), and appropriate scholarly/creative materials.
3. **January 11, 2010:** deadline for external evaluators' reports.
4. **February 10, 2010:** submission of completed file to the Office of the Dean of Faculty, INCLUDING scholarly/creative material, as well as copies of the CV and candidate's statement sent to external evaluators, if different from the versions for A&P.
5. Between **March 15** and **May 10, 2010** (target date): notification of recommendation of the Appointments and Promotions Committee.

## B. Checklist:

### **REQUIRED MATERIALS:**

1. Curriculum vitae (see **Appendix A1**).
2. Copy of reappointment letter (if this is a second reappointment under the “old” system).
3. Candidate’s statement (see **Appendix A2**).
4. Departmental recommendation assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, additional recommendation from program director; for persons in non-tenure-track chairs, recommendation from filekeeper (**this letter is to be signed by the candidate and all tenured members of the department or committee**) (see Appendix A3 and A4).
5. Letters of evaluation from each tenured member of department assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from tenured members of the program as selected by program director; for non-tenure-track chairs, letters of evaluation from committee members. Colleagues’ evaluation of teaching should be based in part on classroom visits and the review of student course evaluations and any (e.g., student, faculty) letters addressing teaching (see Appendix A3).
6. Copies of scholarly/creative materials, presented, published, or accepted for publication.
7. Three letters from external evaluators (see Appendix A5).
8. A judicious selection of course and independent study materials (e.g., syllabi, writing assignments, tests, examinations).
9. Student course evaluations for all courses taught in rank. Each course’s evaluations should be accompanied by a quantitative summary where possible.
10. Letters from students or graduates addressing teaching and advising (the filekeeper should indicate how these writers were selected).

### **OPTIONAL MATERIALS:**

1. Material submitted to journals or presses.
2. Work in progress.
3. Letters of evaluation from untenured members of department or program.
4. Letters from Trinity faculty and others addressing teaching and service. If the candidate teaches a course that is a component of the required curriculum in a department or program outside of the candidate’s home, the department/program may be invited to submit letters pertaining to the candidate’s teaching of that particular course.
5. Letters from collaborators.

APPENDIX:

1. Sample Outline for Curriculum Vitae.
  2. Information about the Candidate's Statement.
  3. Evaluation of Teaching.
  4. Affirmative Action.
  5. Information about Letters from External Evaluators.
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1. Sample Outline for Curriculum Vitae. (Candidates are strongly encouraged to follow this format. Not everyone will have entries under every category. CVs prepared for job searches would also normally include courses taught, areas of research, etc., which are categories unnecessary for A&P. Sample CVs can be found in various publications, such as the Academic Job Search Handbook, by Mary Morris Heiberger and Julia Miller Vick, Penn Press, or through discipline-specific professional associations)

Name

Date of CV (Month, Year)

Trinity Title and Address

Education (list most recent first; indicate degrees, major field, institutions, dates; include dissertation title)

Professional Employment Record (list most recent first; include consultancies, unless numerous enough for its own category)

Publications (clearly distinguish, in separate categories, published and forthcoming [i.e., accepted] publications; submitted [but not accepted]; and works in progress; provide full citations for each item, including page numbers for chapters/articles/reviews):

Books (indicate whether authored or edited)

Chapters in books (indicate whether invited, refereed, or other)

Articles in professional, refereed journals

Reviews

Abstracts

Other publications (e.g., encyclopedia entries; items in reference works; exhibition catalogues or brochures; web-based publications; provide page numbers)

Artistic/Creative Work (indicate sponsorship, whether juried or reviewed, and places and dates)

Performances

Productions (indicate level of production)

Recitals

Exhibitions

Readings

Written work (indicate how performed or published)

Professional Presentations:

Papers given at professional conferences (indicate whether on panels or responses)  
Poster presentations  
Invited lectures at other colleges, universities or foundations  
Lectures on campus  
Local and community presentations  
Journalism and miscellaneous writings

Service:

Trinity  
Community (indicate relevance to College's community obligations)

Professional Memberships

List all professional organizations that link you with an interest or area of specialization; indicate offices held

Honors, Awards, Grants

This is the place to list academic honors, graduation prizes, fellowships, scholarships, writing prizes, and so forth. List each award, the granting institution, and the date awarded; for grants, list amounts and Co-PIs (Note: If all your awards are graduation honors, then omit this category and subsume the information under "Education").

Language(s) (indicate level of proficiency)

2. Information about the Candidate's Statement.

This statement allows the candidate to construct a concise and thoughtful review of his or her achievements to date and their relation to plans for the future. The statement should provide clear information about the candidate's teaching, scholarship and service, about the integration of these separate categories, and about his/her plans over the next several years.

The A&P Committee recommends that statements to A&P should range in length from 5-10 pages, double spaced. The statement is intended to frame the candidate's scholarship, teaching and service. A statement is also sent to the external evaluators. Since this statement addresses only scholarship, the committee recommends that the candidate either simply submit the portion of the statement written for the A&P that expressly addresses scholarship, or, if the candidate likes, write a statement about scholarship for outside reviewers that might be more technical in nature since the outside reviewers will be specialists in their fields. If the candidate chooses to write two separate statements, both are to be included in the file that comes to the A&P.

3. Evaluation of Teaching.

The A&P committee believes that classroom visits are necessary in order to fully evaluate and write about a candidate's teaching. The A&P committee believes that evaluators should visit the candidate's classes multiple times within a reappointment period to ensure a good background for evaluation. The A&P Committee believes that all such visits should be

arranged with the candidate beforehand. In addition, the evaluation of teaching should comment on a candidate's role in academic advising, supervision of student projects, and availability to students outside the classroom.

4. Affirmative Action.

In preparing the departmental recommendation for a minority or female candidate, the department should be attentive to the principles of affirmative action adopted by the Faculty. In particular, the department should give weight to those aspects of teaching, scholarship and service that are peculiar to minority or female candidates. (These are outlined in Section 2.2.d.i of the Faculty Manual.)

5. Information about Letters from External Evaluators.

External evaluators are asked to evaluate the scholarly achievement and professional contributions of the candidate. Candidates work with filekeepers to develop a list of eight to ten potential evaluators; in a subsequent meeting with the Dean of Faculty, the most appropriate evaluators are selected and agreed upon by the candidate and the Dean of Faculty. Candidates are strongly recommended not to include in their lists of evaluators persons with whom they have prior relationships, either professional or personal. The Dean of Faculty (and ONLY the Dean of the Faculty) writes to the evaluators requesting their evaluations. Candidates and filekeepers should not contact the evaluators.

In preparing the candidate's file, the filekeeper should make clear to the Appointments and Promotions Committee the professional qualifications of the evaluators and their relationships, if any, to the candidate.