The members of the Appointments and Promotions Committee for 2018-2019 are: Dean of the Faculty Timothy Cresswell (Secretary), Professors David Mauro, John Platoff, Richard Prigodich, Sarah Raskin, and Erik Vogt.

Table of Contents:
Calendar and Checklist for Promotion to Professor .......................................................... 1
Calendar and Checklist for Tenure and Promotion to Associate Professor ......................... 3
Calendar and Checklist for Reappointment ....................................................................... 4
Appendix ................................................................................................................................. 7
   1. Sample Outline for Curriculum Vitæ ............................................................................. 7
   2. Information about the Candidate’s Statement ............................................................. 8
   3. Evaluation of Teaching ............................................................................................... 9
   4. Affirmative Action ........................................................................................................ 9
   5. Information about Letters from External Evaluators ............................................... 9
   6. Submission of Electronic Files .................................................................................. 9

Copies of Cover Sheets for files for each level of reappointment and promotion are available on the Dean of Faculty’s website. 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 the A&P 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 13, 2018: deadline for candidates to meet with the Dean of Faculty to select external evaluators. Candidates should bring to the meeting a list of potential evaluators, with contact information (complete mailing address, email address, and phone), as well as a statement of the candidate’s relationship to each potential evaluator.
2. **May 15, 2018:** 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 3, 2018:** deadline for external evaluators’ reports.

4. **October 1, 2018:** 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 14, 2018** (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 chair of second review committee; for persons in non-tenure-track positions, recommendation from filekeeper (**this letter is to be signed by the candidate and all members of the review committee; should the candidate wish to, he or she may write a response to the departmental recommendation. The response should be included with the file and also shared with the members of the review committee**) (see Appendix A3 and A4).

4. Letters of evaluation from each member of the review committee assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from members of the second review committee; for non-tenure-track positions, 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 committee strongly suggests that letters be solicited randomly from students in all courses taught in rank; these may be supplemented with letters solicited from students suggested by the candidate. The filekeeper should indicate how these writers were selected).
OPTIONAL MATERIALS:
1. Material submitted to journals or presses (please be explicit about the status of submitted work, and include letters from journal editors or presses, if possible).
2. Work in progress (please be explicit about the status of 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. **April 13, 2018**: deadline for candidates to meet with the Dean of Faculty to select external evaluators. Candidates should bring to the meeting a list of potential evaluators, with contact information (complete mailing address, email address, and phone), as well as a statement of the candidate’s relationship to each potential evaluator.
2. **September 28, 2018**: 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 10, 2019**: deadline for external evaluators’ reports.
4. **February 1, 2019**: 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.
6. **April 2019**: 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.
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 chair of second review committee; for persons in non-tenure-
track chairs, recommendation from filekeeper (this letter is to be signed by the candidate and all members of the review committee; should the candidate wish to, he or she may write a response to the departmental recommendation. The response should be included with the file and also shared with the members of the review committee) (see Appendix A3 and A4).

5. Letters of evaluation from each member of the review committee assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from members of the second review committee; 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, including the most recent fall semester. Each course’s evaluations should be accompanied by a quantitative summary where possible.

10. Letters from students or graduates addressing teaching and advising (the committee strongly suggests that letters be solicited randomly from students in all courses taught in rank; these may be supplemented with letters solicited from students suggested by the candidate. The filekeeper should indicate how these writers were selected).

OPTIONAL MATERIALS:

1. Material submitted to journals or presses (please be explicit about the status of submitted work, and include letters from journal editors or presses, if possible).

2. Work in progress (please be explicit about the status of 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:

A. Calendar: [NOTE: to allow adequate time for external evaluators to consider the materials sent to them, it is important that the reappointment process be begun early in the fall semester preceding the spring semester when consideration by the Appointments and Promotions Committee is scheduled].
1. **September 14, 2018**: deadline for candidates to meet with the Dean of Faculty to select external evaluators. Candidates should bring to the meeting a list of potential evaluators, with contact information (complete mailing address, email address, and phone), as well as a statement of the candidate’s relationship to each potential evaluator.

2. **October 15, 2018**: 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 10, 2019**: deadline for external evaluators’ reports.

4. **February 8, 2019**: 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.


**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 chair of second review committee; for persons in non-tenure-track chairs, recommendation from filekeeper (**this letter is to be signed by the candidate and all members of the review committee; should the candidate wish to, he or she may write a response to the departmental recommendation. The response should be included with the file and also shared with the members of the review committee**) (see Appendix A3 and A4).

4. Letters of evaluation from each member of the review committee assessing the candidate according to the criteria of teaching, scholarship and service; for persons with joint appointments, letters of evaluation from members of the second review committee; 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. Three 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, including the most recent fall semester. Each course’s evaluations should be accompanied by a quantitative summary where possible.
9. Letters from students or graduates addressing teaching and advising (the committee strongly suggests that letters be solicited randomly from students in all courses taught in rank; these may be supplemented with letters solicited from students suggested by the candidate. The filekeeper should indicate how these writers were selected).

OPTIONAL MATERIALS:
1. Material submitted to journals or presses (please be explicit about the status of submitted work, and include letters from journal editors or presses, if possible).
2. Work in progress (please be explicit about the status of 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. (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 (; 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)

Forthcoming [i.e., accepted] publications (please be explicit about the status of forthcoming work, and include letters from journal editors or presses, if possible);

Submitted [but not accepted] publications (please be explicit about the status of submitted work, and include letters from journal editors or presses, if possible);

Works in Progress (please be explicit about the status of work in progress).

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.

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.

6. Submission of Electronic Files
The Appointments and Promotions Committee requests that filekeepers submit one original printed copy of the file and one electronic copy. The electronic copy will be uploaded to a secure SharePoint site and accessed by the committee members and (for tenure cases) the President. Course evaluations and course materials should be submitted electronically, as well, but a hard copy is not necessary. Departments/programs may choose whether to submit the file on CD or flash drive. The Committee requests that the CD or flash drive include an electronic (or scanned) copy of the cover sheet and that the additional materials be organized in such a fashion as to mirror the coversheet, as demonstrated below:
The filekeeper must also clearly indicate to the Dean’s Office if there are additional materials submitted which are not included on the CD or flash drive.

All flash drives or CDs will be erased or destroyed (for read only CDs) and returned to the department or program after all the cases have concluded.