

**2024-2025** Archivum Tenure & Promotion Application

Work Flow and Submission Deadlines for Candidate and Unit

Window for Work	Deadline	Performed by	Task	Notes on Task
May-July	July 18	Candidate	Must complete Teaching Section and check "Ready for Summary of Teaching"	This action sends an email message to Chair/Director.
May-July	July 18	Candidate	Must complete Research Section and check "Ready for Analysis of Publications"	This action sends an email message to Chair/Director.
May-July	July 18	Dept/School Liaison	Must ensure completion of "Annual Assignment and Evaluation" section	This involves 1) reviewing pre-populated data and addressing any errors; 2) for any annual evaluations that do not automatically populate, create pdfs and upload them to the Evaluation section of the application.
As soon as Chair/Director receives email	August 5	Chair/Director	Must summarize teaching; if Candidate did not have a teaching assignment, upload a statement to this effect	The application cannot move forward to Candidate submission or Dept/School review without this section completed and DocuSigned by Chair/Director.
As soon as Chair/Director receives email	August 5	Chair/Director	Must assess quality of research outlets and venues; if Candidate did not have a research assignment, upload a statement to this effect	The application cannot move forward to Candidate submission or Dept/School review without this section completed and DocuSigned by Chair/Director.
<b>As soon as all items above are complete</b>	August 12	Candidate	Must click the "Submit for Quality Review" button	This sends entire application to Associate Dean for Quality Review step.
August 12-23	August 23	Candidate & Associate Dean	Confer on any changes or additions needed	
From start of Quality Review	August 23	Associate Dean	Completes Quality Review; gives approval via email to Candidate to hit "Submit" button	
After Quality Review	August 23	Candidate	Must DocuSign and submit application	Only upon Candidate submission can Dept/School and Chair/Director review begin.

Aug 12-23 (or sooner)	August 23	Dept/School Liaison	Add faculty reviewers, Dept/School Committee Chair, and Chair/Director to Archivum; remove names as needed	No faculty member has access to the application until names are uploaded into the system.
Aug. 26-Sept 23	Sept. 23	Associate Dean	Add College Committee members, College Committee Chair to Archivum	No faculty member has access to the application until names are uploaded into the system.
Aug 26-Sept 16	Sept 16	Dept/School Committee	Must review application, upload narrative, and sign in DocuSign	Application cannot proceed to next level of review without upload and DocuSigned signature.
Upon completion of review		Candidate	May respond, must acknowledge	Application cannot proceed without acknowledgement
Sept 17-Oct. 11	Oct 11	Chair/Director	Must review application, upload narrative, and sign in DocuSign	Application cannot proceed to next level of review without upload and DocuSigned signature.
Upon completion of review		Candidate	May respond, must acknowledge	Application cannot proceed without acknowledgement
Oct 14-Nov 4	Nov 4	College Committee	Must review application, upload narrative, and sign in DocuSign	Application cannot proceed to next level of review without upload and DocuSigned signature.
Upon completion of review		Candidate	May respond, must acknowledge	Application cannot proceed without acknowledgement

#### Teaching Summary Directions to Chair

The summary of teaching must be written by the chair/director of the department and uploaded to the online application prior to candidate submission and faculty committee review. The summary should include

- Information on levels and types of courses routinely taught by the candidate (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
- Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
- Peer evaluation (if conducted);
- The essence of comments from student evaluations.

The intent of this brief summary is to provide contextual information on departmental teaching assignments, practices, and norms. The faculty committee and department chair/director should reserve their evaluations of teaching for their narratives, utilizing departmental criteria for teaching excellence as the foundation for their recommendations.

#### Analysis of Publications: Chair must cover applicable items below in Analysis

1. Assessment of Books/Textbooks/Chapters or Segments of Books.  
Please provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.
2. Assessment of Refereed Articles.  
Please provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate's relative contribution. This description and evaluation should include for each journal: name, description, independent evaluation of quality, acceptance/rejection rate, impact factor from Web of Science (if available)
3. Assessment of Creative Non-Published Works  
Please provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate's involvement, and critical recognition of these works.