Applying for Tenure and/or Promotion in CBCS
Procedural and Formatting Guidelines

Preparation of Materials

1. View the training videos/transcripts in the Canvas site – Faculty Information System (FIS) Training (https://usflearn.instructure.com/enroll/GGFXK4) – before you begin.

2. Review the relevant tenure and/or promotion guidelines before beginning your application.

3. Applicants should consult with their Chair/Director (not the Dean's Office) when preparing the application.

4. In general, the timeframe for each section (research, teaching, service, etc.) is the past five years or years since last promotion, whichever is more recent. This timeframe should be the primary focus; however, it may be described in the context of the entire career to show trajectory and overall impact.

5. Do not leave any question unanswered. It is common for applicants to forget to make entries in the first sections: General Data, Education, Other Education, Areas of Specialization, Honors, Awards, etc., and Experience. Throughout the application, enter "None" in any category for which you have nothing to enter. The purpose of "None" is to ensure that the applicant did not inadvertently miss a category. Therefore, use "none" or similar wording.
   a. Note: Some pre-populated tables may not allow entries. Some tables that are not applicable to certain career paths (e.g., research activity for those with no research assignment or teaching activity for those with no teaching assignment) may not allow entries. Don't worry about those.

6. Activities should <u>only be entered in one</u> of the three major categories: teaching or research or service. Decide which category is best for the entry you are making. If in doubt, consult with your Chair/Director.

7. Use all columns of each table to provide as much information as possible.

8. Please note that tables in Archivum sometimes only show the first 5 (or so) items in a list. Be attentive to the arrows that allow navigation to subsequent pages of the table.

9. Press/media coverage instances should be noted in the research narrative as evidence of impact.

10. Following each level of review, the application will route to back to the candidate for review/response. If you are wondering why the application has not moved to the next stage of review, it may be in your queue.
    a. If errors are noted (e.g., inaccurate reporting of number of publications by a reviewer/committee), please notify the Associate Dean for Academics to address the error.

11. Please note, for faculty from the Sarasota-Manatee and St. Pete campuses, an extra step of review is included, that of Regional Chancellor before the Dean.

Narratives (e.g., Teaching Goals and Accomplishments, Research Goals and Accomplishments, Service Goals and Accomplishments)

12. Before entering your narratives in Archivum, prepare the statements in a Word document first. Ask you Chair/Director to review your narratives and provide feedback to ensure procedural guidelines are followed. After your Chair/Director has reviewed the document, copy and paste the text into Archivum. The reason for this step is to prevent procedural mistakes/omissions prior to submission. After you submit your materials in Archivum, there is no way for you to make changes. Hence, the review by the department chair is intended to minimize procedural/content problems.

13. **Do not** include quotes from students in the narrative section. The reviewers will have access to all of the student comments from the course evaluations.

14. **Do not** repeat information in the narrative if it is readily apparent in the tables/forms.

15. **Do not** include self-assessment or self-congratulatory statements in the narratives.

16. Narratives should be written in a concise manner. Although the word limits are approximately 10,000 characters, please note that most narratives are well under that number.

External Reviewer Letters (not for instructor promotion or mid-tenure reviews)

17. External reviewers are required for tenure track applications (tenure and/or promotion) and research track applications but not instructor promotion or mid-tenure reviews. A minimum of 3 but no more than 6 letters should be uploaded. When preparing the list of potential external reviewers for the Dean, use the template below* to identify 8-10 potential reviewers. While efforts should be made to obtain some reviewers from AAU institutions, not all top-ranked researchers are at AAU institutions so a mixture of institutional representation may be submitted as long as all reviewers from universities are from RU-VH institutions. In addition to the list (follow the template*), a current CV (or link to a current CV) must be included. The CV is important so the Dean can (1) determine if the person is an active scholar and (2) can ensure there are no instances of potential conflict of interest.

18. If there is a significant relationship, the individual may not serve as an external reviewer.
    a. Former colleagues of the candidate should not serve as external reviewers.
    b. **Clarification regarding book chapter contributions:** If the individual served as the Editor of the book, the individual would be considered to have a potential conflict of interest. However, if the faculty member authored a chapter in a book, other contributors to the book would not be considered to have a conflict assuming they did not serve as co-authors with the faculty member seeking tenure and/or promotion.

19. Ideally, all reviewers should hold the rank of Professor including those who are reviewing applications for promotion to Associate Professor. However, Associate Professors who have extraordinary careers and/or expertise may serve as reviewers for tenure/Associate Professor promotion applicants. All reviewers should be active in scholarly productivity, have grant experience, and have peer-reviewed publications.

20. Individuals who have previously served as a reviewer for an applicant at a previous stage of tenure and promotion should not be invited to serve as a reviewer for a subsequent application.

For example, if someone served as a reviewer for the applicant when he/she was promoted to Associate Professor, that individual should not be asked to be a reviewer for the promotion to the rank of Professor.

> **Use of Prior Reviewers:** If a faculty member seeking promotion withdraws the application prior to being sent to the Provost's Office or if the faculty member is denied promotion, some of the same external reviewers may be invited to review subsequent applications for promotion for the same faculty member assuming these are within a reasonable timeframe (consult with the Dean to determine the timeframe for a particular reviewer). It is advisable to include some new reviewers along with those who submitted previous external reviews.

Publications and Grants

21. The Chair/Director is responsible for preparing a narrative describing the **quality** of journals and publications of the faculty member.
    a. Note: This must be prepared even for those without a research assignment and no publications. For such cases, the Chair/Director must upload a document indicating that the candidate does not have a research assignment/no publications and thus this section is not applicable.

22. It is the candidate's responsibility to make sure all tables are as complete and detailed as possible (especially for grants, publications, and student supervision). Listing type of grant is helpful, e.g., R01, R21. Please be sure to refer to grants consistently throughout the document, i.e., don't refer to an R21 in one area and then use the grant title in another area because reviewers may not realize they are one in the same.

Begin Date	End Date	Title	Type of Grant	Purpose of Grant	Sponsor	Agency	Amount Awarded	Candidate's Share of Funds	Role	Other Team Members	Community Engaged?
9/30/2020	8/31/2021	Sleep Health Profiles in Middle-Aged Workers in Relation to Cardiovascular and Cognitive Health	Research	RSCH	Federal Government	National Institutes of Health	$412,264.00		PI	Allen,Tammy D - COI; Andel,Ross - COI	No

23. Candidates must include the summary form listing journal impact factors and number of citations for each article. This form and the directions for completing the form are located on the CBCS Intranet. This form must be uploaded to the Supplemental Materials section of Archivum. **Do NOT** alter the form in any way.

24. Published abstracts should not be considered peer-reviewed referred articles. In Archivum, these should be listed in the "other publications" section.

25. A journal article published online in advance of print publication is considered "published".

Instructional Activities

26. The Chair/Director is responsible for preparing a narrative summarizing the **quality** of the teaching activity of the faculty member.

27. Training grants may be submitted in the teaching category even though the grants are reported as research for purposes of Assigned Faculty Duties.

28. If applicants attended workshops to enhance their teaching such as those provided through ATLE/CITL, documentation of attendance/completion must be included, for example, a certificate of attendance, email confirmation of enrollment, etc. Such items should be uploaded in the Supplemental Materials section.

29. If reporting instructional activities that are outside the typical university classroom evaluation structure, applicants need to provide documentation that these activities occurred and where possible, evaluative feedback, e.g., guest lecturer in other classes/departments, professional training activities.

30. Peer evaluations of teaching are strongly recommended should be uploaded in the Supplemental Materials section. Evaluators external to the candidate's department/school are preferred.

31. It is the candidate's responsibility to make sure the table of student supervision is complete.

⌄Supervision and Committees

☑ My unit does not utilize Post-Docs.
☐ My unit does not have a Ph.D program.
☐ My unit does not have a Master's program.

Note: A blank end date indicates that the item is ongoing.

Type	Student	Start Date	End Date	Director	Professional Career Information
Doctoral Dissertation Committee	Norair Khachatryan	9/21/2017	8/1/2022	—	PhD: Qualitative research on incarcerated homicide offenders. Now: Current PhD student at USF.
Master's Thesis Committee	Meghan Scott	8/10/2020	3/17/2022	✓	Chair, MA Thesis: Heterogeneity in Risk Factors among Serial vs. Mass Murderers
Doctoral Dissertation Committee	Sean McKinley	10/28/2017	8/27/2021	—	External, PhD (USF Clinical Psychology): Police personality, biological influences and self-legitimacy. Now: Current PhD student USF clinical psychology program.
Doctoral Dissertation Committee	Alexis Yohros	12/2/2019	8/20/2021	—	External, PhD (Northeastern): Ecological perspectives on juvenile recidivism.
Honor's Thesis Committee	Sarah Al Falatah	6/10/2020	8/13/2021	✓	Co-Chair, Honor's Thesis: Mental illness, race, and solitary confinement use in the Pasco County jail

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Supplemental Materials

32. Department/School guidelines for tenure/promotion and the Publication Form must be uploaded.

33. Other items that may be uploaded: selected journal articles, peer evaluations of teaching, certificates/documentation of trainings or workshops, selected grant reviews, and other supporting documentation.

*Template for Potential External Reviewer List (goes to Dean)
Trenette Clark Goings, PhD, LCSW

Sandra Reeves Spears and John B. Turner Distinguished Professor
Director, INSPIRED Lab
University of North Carolina (AAU, R1)
School of Social Work
325 Pittsboro Street, CB 3550
Chapel Hill, NC 27599

919-843-2020
ttclark@email.unc.edu

CV link (also send CVs as files to the Dean): https://ssw.unc.edu/wp-content/uploads/sites/509/2020/02/Trenette-Clark-Goings-CV-Upload-KK.pdf

Biography (pasted from web):
Trenette Clark Goings, Ph.D., is the Sandra Reeves Spears and John B. Turner Distinguished Professor at UNC School of Social Work and founding director of the INSPIRED Lab at the University of North Carolina at Chapel Hill. Her research focuses on racial and ethnic health disparities with a primary emphasis on the epidemiology, etiology, and prevention of substance use and other risky behaviors among youth and emerging adults of color. Dr. Goings is an international expert in substance use prevention among youth and emerging adults of color. Her work has been consistently funded — mostly by the National Institutes of Health — and has yielded publications in leading peer-reviewed journals including Drug & Alcohol Dependence, Addiction, Development & Psychopathology, Addictive Behaviors, and Health Psychology. She is currently principal investigator of two major grants funded by NIH/NIDA and SAMHSA. She serves on several national committees, including the Substance Abuse and Mental Health Services Administration and the Society for Social Work and Research. She is a recipient of the very competitive and prestigious Society for Social Work and Research Deborah K. Padgett Early Career Achievement Award.

Relevance: substance use in youth/young adults of color; racial and ethnic health disparities

Disclosures: No collaborations in the past.