

TENURE AND/OR PROMOTION RECOMMENDATIONS AY 2020-2021

INSTRUCTIONS FOR PREPARING TENURE AND/OR PROMOTION RECOMMENDATIONS

DUE IN COLLEGE: Friday, September 13, 2019

GENERAL INSTRUCTIONS

Most departments must correspond with individuals off-campus for letters of recommendation for their candidates for tenure and/or promotion. Since these recommendations are due in the College in September, preparations must begin the previous spring.

University policy on tenure and promotion may be found in Article 5 (The Academic Personnel Process) and in Article 6 (General Personnel Procedures) of the *NIU Constitution and Bylaws*. Information about promotion and tenure, including the cover sheet, vote record, and tenure extension forms, is available online at <http://www.niu.edu/academicaffairs/faculty-affairs/promotion-tenure/index.shtml>. Templates are also available on the Provost's website but note that the college requires more information than the university.

FACULTY MEMBER'S RESPONSIBILITY

Supply the information requested in Part I of the Recommendation for Promotion and Tenure form **exactly** as outlined. **Note: All sections must be completed even if the answer is "N/A."** Also, please provide a copy of your curriculum vitae. All applications should be unstapled and single-sided on white paper.

CHAIR'S AND PERSONNEL COMMITTEE'S RESPONSIBILITIES

1. Supply the information requested in Part II of the Recommendation for Promotion and Tenure form **exactly** as outlined in the **college** format. The college format requires more information than the Provost's template so be sure to follow the correct format.
2. Sign the "Cover Sheet" and check either "Recommend" or "Deny." No votes should be recorded on the Cover Sheet.
3. **In cases of early tenure and/or promotion**, a separate letter is needed from the chair explaining the extraordinary nature of the faculty member's performance. The letter should point out the criteria being used at the departmental level and how the recommended faculty member meets these criteria. This letter should be placed in front of the "Cover Sheet for Recommendation of Promotion and/or Tenure."
4. Sign the "Vote Record Sheet," list the vote count for the personal committee and check the chair's decision. This information is confidential and will only be seen by the Provost. It is not shared with the UCPC.

OFFICE MANAGER'S RESPONSIBILITY

The most current "Cover Sheet" and "Vote Record Sheet" forms are attached.

1. Prepare the Cover Sheet and the Vote Record Sheet:
 - a. "Effective Date" is August 16, 2020, if on a 9-month contract.
 - b. "Number of years at NIU" **must be as of May 15 of the year the promotion become effective.** This means that faculty members hired in Fall 2014 will have six years of service at NIU. Also, note that **half years are counted as full years.** (Faculty members hired in spring 2015 will also have six years.)
 - c. "Number of years of full-time college-level teaching prior to NIU" should only include the years taught at the ranks of assistant, associate, or full professor.
 - d. **Please note:** The original must be unstapled and **single-sided** on white paper.
2. The original hard copy and **one** PDF copy should include the following:
 - a. Chair's letter, if applicable (required for **early** tenure/promotion only).
 - b. Cover Sheet **after it has been signed.** Vote counts should **not** be recorded on the Cover Sheet.
 - c. Part I: The faculty member's information in the Part I format. **MAKE SURE THE FACULTY MEMBER PRESENTS THE INFORMATION IN THE ORDER IN WHICH IT IS REQUESTED** and that this section is clearly labeled "Recommendation for Promotion and Tenure - Part I." All items should be completed or marked "N/A."
 - d. Faculty member's curriculum vitae.
 - e. Part II: The Chair's and Personnel Committee's assessment in the Part II format. Please make sure all the information requested is present and clearly labeled "Recommendation for Promotion and/or Tenure – Part II" at the top of the sheet. Make sure that each point is labeled appropriately as "A, B, C, D and E." Part E includes the letter sent by the department to potential external evaluators, a description of how the evaluators were chosen as well as how many were solicited, the outside letters of recommendation (four or more preferred; three minimum), and a biographical sketch of the evaluators.
3. Assemble and **PAPER CLIP** the original **in the order listed above** and submit to the Dean's Office. **Submit the PDF file of the entire recommendation (EXCLUDING the Vote Record Sheet and scanned with signatures) to rpage@niu.edu.** It is the department's responsibility to obtain original, signed letters from external evaluators and to maintain a complete file of all signed documents. If the letters are received electronically, you must attached the email thread from which the letter was received
4. Also submit the **"Vote Record Sheet" with Personnel Committee votes and Chair decision recorded** in a separate envelope marked **"confidential."** This form should not be included in the packets and no additional photocopies or PDF file are needed. Do not send publications. If College Council or the University Council Personnel Committee needs publications, they will be requested.