

Faculty Preparing for Promotion and Tenure Loyola University Chicago

March 2, 2023



Preparing people to lead extraordinary lives

PURPOSE OF THIS WORKSHOP

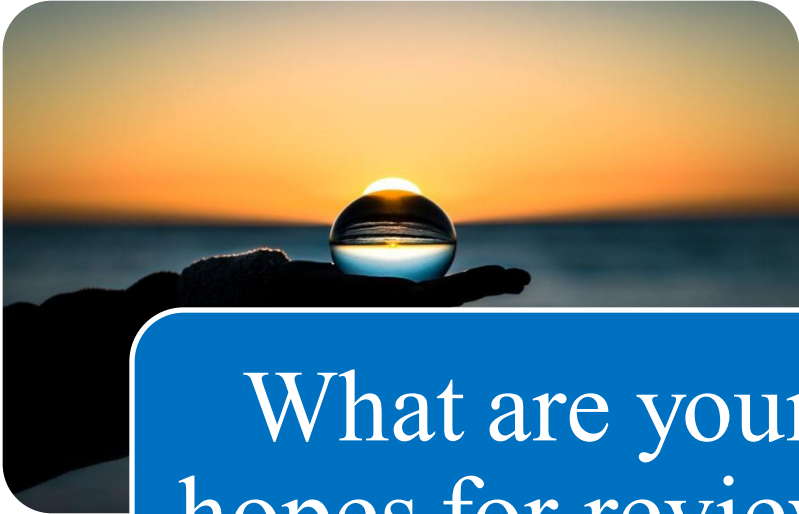
Provide general information about the promotion and tenure process at Loyola University Chicago.

Address questions about the promotion and tenure process

Introduce the Interfolio RPT platform for all university review, promotion, and tenure processes



HOPES AND FEARS



What are your hopes for review, promotion, and tenure?



What are your fears for review, promotion, and tenure?



LUC Faculty Handbook

Criteria for the granting of promotion and tenure at Loyola are based on **excellence in teaching, research/scholarship (including artistic accomplishment), professional practice (if applicable), service** to students and Loyola, and other relevant **professional contributions** (45).



Service/Leadership

1. **Mentoring** (undergraduate and graduate)
2. **Holding office** in a professional organization, organizing conferences or sessions, chairing sessions, and membership on a committee, task force, or board.
3. **Editorial or referee activities** (e.g., editing a professional journal; reviewing manuscripts; serving as an external reviewer for promotion, tenure, or scholarship applications).
4. Serving as a team member on a **program review** (accreditation or certification).
5. Serving on the department, school, or disciplinary **committees**
6. Chairing and/or serving on **search committees**
7. Participation in **student recruitment** events
8. **Community engagement** activities (discipline-related)
9. **Community outreach** (e.g., discipline-related work in public education or awareness; referee work for community museums, galleries, publications, or competitions; discipline-related work with local schools; serving on local task forces or boards).
10. **Consulting work** or technical advice that benefits the University, School, and/or discipline.
11. **Media** contributions and public communication (demonstrated disciplinary expertise)



Teaching



1. Traditional classroom instruction
2. Online instruction
3. Directing independent studies (undergraduate and graduate)
4. Supervising internships/field work (undergraduate and graduate)
5. Chairing graduate student theses and dissertations and serving on dissertation and thesis committees
6. Curriculum development
7. Program development
8. Student evaluations
9. Peer observations

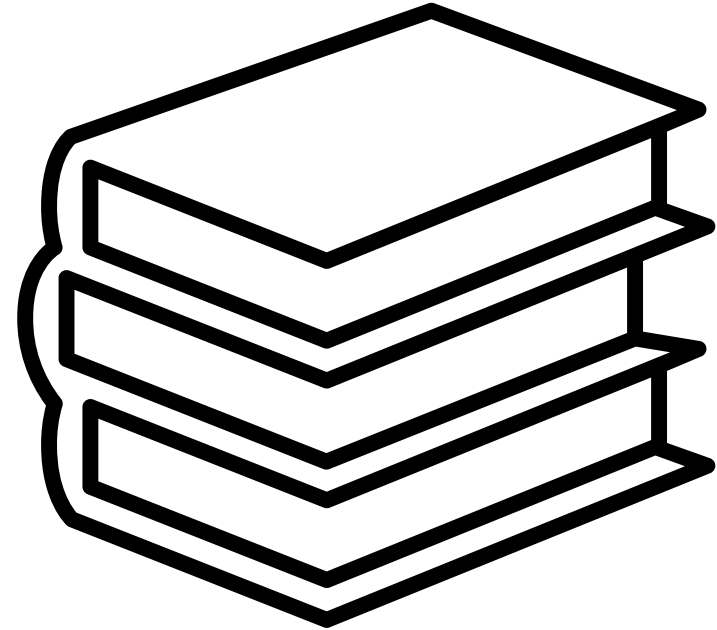


Scholarship

- Peer-reviewed journal articles
- Peer-reviewed scholarly books
- External funding
- Scholarly book chapters
- Presentations

*****will vary by discipline/field**

**Check Your Departmental/School
Guidelines**



Understand Your Department/School Criteria

- Review your appointment letter
- Talk to your Department Chair/Associate Dean/Dean
- Obtain a copy of your department's/school's requirements – review them carefully and discuss them in relation to your own scholarship, teaching, and service during the annual review



Promotion and Tenure Timeline

March/early April

Meet with Chair/Associate Dean/Dean to discuss external reviewer selections (Associate/Full)

April/May

Upload CV and research materials for external review to Interfolio RPT (Associate/Full)

August – Health Science Campus (SSOM, MNSON, Parkinson School of Health Sciences & Public Health)

September – Lakeside Campus

Refer to the due date on guidelines – Upload P&T materials to Interfolio RPT

March 15th

Notification from the Office of the Provost



Begin immediately

- Collect evidence of your teaching, research, and service activities.
- Keep a file for all your evidence so it can be easily retrieved and organized later.
- Keep everything; as the dossier develops, you can determine what documentation best illustrates your teaching, research, and service accomplishments.



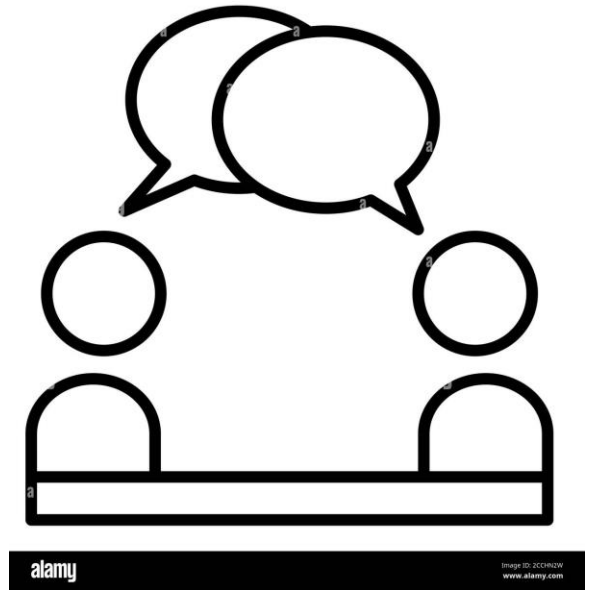
Seek out mentors

- Seek multiple mentors, such as peers who are in the same situation as you
- Seek associate professors who still have a perspective of and proximity to what the complete dossier preparation process is like (e.g., activities in which to engage before, during, and after developing and preparing the annual dossier)
- Seek mentors who have years of experience and wisdom (e.g., ask to see their exemplary dossiers)



Consult

- Consult at all stages of your dossier preparation (i.e., before, during, and after).
- Consult within your department, across your college/university, and outside your college/university.
- When you have questions, ask.



P&T Internal Review Process

- Department Rank and Tenure Committee Review (if applicable)
- Department Chair Review (if applicable)
- School/College Rank and Tenure Review (TT faculty)
- Dean Review
- Graduate School (TT faculty)
- University Rank and Tenure Committee (December-January review period) - (TT faculty)
- Provost



P&T Notification Process

- A faculty member shall be informed of the decision made at the departmental and school/college levels after recommendations are made at each of these two levels.
- A faculty member has the right to proceed to the University Rank and Tenure Committee with a request for promotion or tenure even if the request does not receive the support of those charged with reviewing and making a recommendation on it.
- A faculty member may voluntarily withdraw from the promotion or tenure process at any time. A request for withdrawal from consideration for tenure during the year in which the tenure decision must be made will be treated as a resignation from the faculty, although that resignation will be effective at the conclusion of the following academic year. (47)



Reconsideration

A faculty member may request reconsideration by the University Rank and Tenure Committee of any recommendation it has made affecting the faculty member. If reconsideration is granted, the Rank and Tenure Committee will take appropriate action, including (but not limited to) referring the matter to the official or body which made the initial adverse decision or recommendation. The purpose of reconsideration is to provide faculty members with the opportunity to respond to decisions that adversely affect them. Requests for reconsideration must be made in writing **within 60 days** after a faculty member receives official notice of a decision from the Senior Academic Officer. This request must be sent to the Senior Academic Officer.



Appeal

The Faculty Appeals Committee...has the authority and the responsibility to review certain decisions of the Senior Academic Officer which have been appealed in writing to the President by the faculty member involved and which have not gone through the Faculty Grievance Procedure (59).



Questions and Answers



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Q & A

Question

How much do the reviews at the higher levels (e.g., college, provost) hinge on support at the departmental level?

Answer



Q & A

Question

How does the tenure review process differ from the mid-probationary review?

Answer



Q & A

Question

How do I identify colleagues external to LUC for the review, and what is their role in the process?

Answer



Q & A

Question

What does it look like for Lecturer/Clinical faculty (Non-Tenure Track)? How long does it take, and what factors are considered?

Answer



Q & A

Question

How does maternity leave factor into decision-making about publications etc.?

Answer



Q & A

Question

One question I have is whether F180 and Interfolio RPT can interface, so the applicant does not need to create their spreadsheet of SmartEvals course evaluation on their own, for example. Can the applicant for promotion give the Faculty Evaluation Committee permission to see their last year in Interfolio?

Answer

Once fully integrated, candidates can import a CV into RPT generated from their F180 data with the relevant F180 activity sections (e.g., service, publications, courses taught) for a specific timeframe (e.g., past 6 years), as needed for reviews.



WALK THROUGH OF INTERFOLIO RPT



What is Interfolio RPT?

- Online tool for faculty under review to tell their story
- Enable committees to conduct efficient, fair digital evaluations of faculty
- Provide academic leadership with a consistent source of reliable information about all faculty evaluations



Step 1. Log into Interfolio RPT when you receive an email from the system



Step 2. Upload materials for external evaluations, tenure track faculty

☑ + Expand All - Collapse All ⬇ Download ✉ Share ⚙ Settings 📁 Move

▼ **Materials for External Evaluations** Unlocked ? Lock

Please upload the requirements below for External Evaluations.

This section is due in advance of the rest of your packet.

CV 1 required Add File

Title	Details	Actions
<input type="checkbox"/> CV	Submitted by LUC Candidate Apr 23, 2021	Edit

Personal Statement 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Personal Statement	Submitted by LUC Candidate Apr 23, 2021	Edit

Publications 3-5 required Add File

Title	Details	Actions
<input type="checkbox"/> Publication 1	Submitted by LUC Candidate Apr 23, 2021	Edit



Uploading materials: files

Add File ✕

Add New File Previous Reviews

Upload Video Webpage



Drag & Drop your files anywhere or

[Browse To Upload](#)

✓ Save

Cancel



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Uploading materials- link to online video

Add File ✕

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *

URL *

Description ⓘ



Uploading materials- link to webpage

Add File ✕

Upload

Video

Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

e.g. MUS-112, Fall 2016

URL *

https://www

Description ?

Enter a description for your webpage...

✓ Save

Cancel



Step 3. Upload materials for the internal review

▼ Candidate Documents Unlocked ? Lock

The requirements within this section should be submitted in [VIEW GUIDELINES PER SCHOOL AND CONFIRM INSTRUCTIONS HERE]

Updated CV, in approved format 1 required Add File

No files have been submitted.

Personal Statement 1 required Add File

No files have been submitted.

Peer Review Evaluations 3+ required Add File

No files have been submitted.

Student Evaluations 1+ required Add File



Step 4. After uploading all materials, **submit** packet- click on the checkboxes, then click the Submit button

Overview Packet Shared Committee Files

Preview Sections Submit Sections

1 > Faculty Activity Reporting Vita Submitted Unlocked 2

> Candidate Requirements Due: Jan 12, 2022 | Submitted Unlocked 1 of 1 Required Files

> Teaching/Scholarship of Teaching Submitted Unlocked 2 of 2 Required Files



Step 5. Celebrate submitting the packet!



Contacts

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