

Tenure and/or Promotion Recommendations AY 2022-2023

Instructions for Preparing Tenure and/or Promotion Recommendations

Due in College: Friday, September 16, 2022

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 8 (The Academic Personnel Process) and in Article 9 (General Personnel Procedures) of the [Faculty Senate Bylaws](#). Information about promotion and tenure, including the cover sheet, vote record, and tenure extension forms, is available [online](#). Please note that CLAS faculty members seeking promotion and/or tenure should use the College format, not the format on the Provost's website.

FACULTY MEMBER'S RESPONSIBILITY

Supply the information requested in Part I of the Application for Promotion and Tenure form **exactly** as outlined in the **college** format but following the formatting **style** of the Provost's template. The college requires more information than the FSPC so be sure to include all the information required by the **college**. **Note:** All sections must be completed and labeled even if the answer is "N/A." All applications will be submitted electronically. Please use the following naming convention: LastName DEPT Application Type (ex. Smith ENGL Promotion and Tenure)

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 college format.
2. **Sign** the "Cover Sheet" and **check** either "Recommend" or "Deny." Votes should **not** 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, filling in each line with the number of applicable votes (0 if there are none) 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 forms are available at the Provost’s website (above).

1. Prepare the Cover Sheet and the Vote Record Sheet:
 - a. "Effective Date" is August 16, 2023, if on a 9-month contract.
 - b. “Number of years at NIU” **must be as of May 15 of the year the promotion becomes effective**. This means that faculty members hired in Fall 2017 will have six years of service at NIU. Also, note that **half years are counted as full years**. (Faculty members hired in Spring 2018 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**.
2. Submit one PDF copy that should include the following:
 - a. Chair's letter, if applicable (required for **early** tenure/promotion only).
 - b. Signed Cover Sheet. 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. Part II: The Chair’s/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 (not CVs).
3. **Submit the PDF file of the entire recommendation (EXCLUDING the Vote Record Sheet) to rpage@niu.edu**. Please use the following naming convention: LastName DEPT ApplicationType (ex. Smith ENGL Promotion and Tenure). **It is the department’s responsibility to maintain a complete file of all signed letters**. If the letters are received electronically, the department should keep the email thread from which the letter was received, but you do not need to attach it to the document.
4. Also submit the **“Vote Record Sheet” with Personnel Committee votes and Chair decision recorded** in a separate PDF file, This form should **not** be included in the packet PDF. **Do not send publications**. If College Council or the Faculty Senate Personnel Committee needs publications, they will be requested.