

## **Guidelines for Submission of Docket for Promotion and Tenure**

### **Table of Contents**

I.Guidelines for CV Preparation for Promotion and Tenure	2
II.Personal Statement Guidelines	5
III.Teaching Summary	6
IV.Research and Creative Accomplishments	7
V.Service to the University, Society, and Profession	7
VI.Candidate Signature	7
VII.Tenure and Promotion Box Checklist	8
VIII.Promotion and Tenure Timelines and Due Dates	9

## **I. GUIDELINES FOR CV PREPARATION FOR PROMOTION AND TENURE**

Below are guidelines for the preparation of CVs for promotion and tenure review. With these guidelines we have tried to address the overriding need for clarity and consistency necessary to a school-wide review, but also respect the variety of disciplines and professions represented among the Steinhardt School's faculty and the variation in the kinds of scholarship that is most valued across these fields.

The CV represents a clear and precise compilation of what has happened in your career. CVs necessarily vary across disciplines and stages of one's career. However, the following are expected of all CVs being submitted for promotion and tenure reviews, even as we recognize that not all sections of these guidelines pertain to all candidates (e.g., the section on creative works will likely pertain only to those in our departments of MPAP and Art and the Art Professions).

### **A. Pagination:**

- CV should be paginated.

### **B. Header:**

- The header should include your name, address, and contact information (e.g. email).

### **C. Education:**

- Education and all degrees, including dates, should appear on the first page including your current appointment and other faculty appointments.
- Other certifications/licenses related to your discipline can be included here, too, especially if they are necessary to your current faculty appointment. If further academic studies are in progress note degree, institution, and expected date of completion.
- List of honors or awards for scholarship, professional activities, and creative works.
- Other professional appointments, however, can appear later in the CV under service.

### **D. Manuscripts/Publications:**

The following pertains to all articles, books, book chapters, proceedings, book reviews, and technical reports. Please use either the **Chicago Manual of Style** found at <http://www.chicagomanualofstyle.org/home.html> or the **APA** guidelines found at <http://apastyle.org/> (with tutorials available) to format your publication list. You may star (\*) the manuscripts and publications that were refereed.

- They should be grouped together under separate headings by publication type (e.g. books, refereed journal articles, non-refereed journal articles, reports, etc).

- Within groupings, publications should be listed in reverse chronological order, beginning with the most recent publications.
- For refereed articles. In particular, articles under review should be clearly labeled; in addition to the journal title, the date of submission also must be included.
- The order in which the groupings are listed will be discipline specific. Those publication types weighted more heavily by your discipline (e.g. books or book chapters versus journal articles) should be listed before others that are weighted less heavily.
- In all cases, the full citation, including page numbers should be included; authors should be listed in the order in which they appear in the actual publication with your name in bold.
- New computer software programs or original products developed. Note title, date and distribution source, if possible provide the URL.

#### **E. Presentations:**

- It is recommended that invited talks and presentations be listed first and separately from other presentations.
- Presentations should be listed in reverse chronological order.
- In those cases where faculty members have made multiple presentations at the same professional association meeting, they may choose to group the presentations under the name of the association/organization, in reverse chronological order, providing specific dates, locations, etc.
- As with publications, authors should be listed as they appear on the conference program and the candidate's name should be in bold.

#### **F. Grants:**

- List only funded grants (project title, funding agency, and amount) and those grants currently under review.
- List the names of the grantees and bold your name. You must also include the specific role you play (PI, Co-PI, Research director, etc.).
- Specify if grant was for training or research.
- List grants in progress noting funding agency and amount requested, date of submission, and role as PI or Co-PI.
- If funding has been denied, grants should not appear on the CV.

#### **G. Creative Works:**

All creative works should be listed in reverse chronological order and grouped under headings.

- In the visual arts, examples of scholarship may include: public collections, private collections, commissions for publication, private commissions, gallery and museum solo exhibitions, gallery and museum group exhibitions, performances, monographs, catalogues from solo

- exhibitions, catalogues from group exhibitions, critical reviews, press/media coverage, citations, creative work reproduced in publication.
- Examples of scholarship in music may include: commissions, published works for orchestras, large ensembles, chamber ensembles, operas, choruses, stage productions, solo/duo performances, recordings and discographies, residencies, master classes, profiles and reviews.
  - Awards and Scholarships for creative works should include date award given.

#### **H. Press/Media Coverage:**

- Include date of press or media event.
- Where possible provide the URL.

#### **I. Teaching:**

- List the name of the courses; do not provide course numbers, class sizes, or semesters (this information goes on the Teaching Summary, see section III for complete guidelines).
- If applicable, please list the names of doctoral theses, master's theses, capstone project advisees and indicate your role on their committees.

#### **J. Service:**

Please list your service contributions in separate sections as follows:

- Service to discipline or profession.
  - This should include editorships, service as an ad hoc journal reviewer, conferences organized, and membership in professional organizations; these should be dated.
- Service to University (committees and other governance and leadership).
  - Note if elected, appointed or volunteered.
  - Note length of term and dates.
- Service to School (committees and other formal activities; dated).
- Service to Department (committees and other formal activities; dated).
- Service to community when relevant to one's position or profession.

## II. PERSONAL STATEMENT GUIDELINES

Faculty applying for promotion and/or tenure are asked to submit a personal statement. The Steinhardt Dean's Advisory Committee on Promotion and Tenure offers these guidelines for preparation of this statement.

**For faculty in third year review or seeking promotion and/or tenure** (It is assumed a third year review statement may also serve as the basis for a revised tenure application):

### A. Content

The statement is an opportunity to explain your scholarship or creative work, teaching, and service. It should be understandable to colleagues in other fields. The statement should be divided into three sections: scholarly or creative activity, teaching, and service.

### B. Scholarly or creative activity

Your statement should explain your area of research or creative work, its importance and impact on your field, and your present and future goals for work in that area. You should not merely repeat details that are included in your CV. The idea is to explain to colleagues what you are doing, why you are doing it, and why you think it is important (including the impact it has had or potentially could have).

### C. Teaching

Your statement should explain the uniqueness of your contributions to University teaching and advising, and how teaching relates to your scholarly or creative interests.

### D. Service

Your statement should explain how your department, school, university, and professional activities are related to your scholarly or creative work and teaching.

### E. Length

Your statement should be a maximum of **5-9 pages double-spaced**.

### **For tenured faculty seeking promotion to the rank of professor**

The same guidelines apply but the statement should address career contributions to the field of scholarship or creative activity and the influence of the work nationally and internationally.

**III. TEACHING SUMMARY**

**A. Courses Taught**

**\*Note: Please use this table format to summarize your teaching materials. It should serve as the cover sheet for your teaching section in your P&T Dossier.**

Required Courses			Course Rating Summary		
Section	Course	No. Enrolled	No. of Respondents	Course Rating	Instructor Rating

Elective Courses			Course Rating Summary		
Section	Course	No. Enrolled	No. of Respondents	Course Rating	Instructor Rating

**B. Advising Responsibilities**

Academic Year	No. of Advisees	Degree	Major

**C. Summary of Student Comments (Strengths and Weaknesses)**

**D. Faculty and Administrators or Other Peer Reviews and Input Concerning Teaching Effectiveness**

**E. Supervision of Dissertations/Theses and Membership on Graduate Committees**

Student	Degree	Major	Role (Committee Chair or Member, Thesis Advisor)	Mo/Yr Graduated

**F. Supervision of Master's Papers**

<b>Student</b>	<b>Major</b>	<b>Thesis/Capstone Project Advisor</b>	<b>Mo/Yr Graduated</b>

**G. Supervision of Undergraduate Research**

List year, student and title of each research study.

**H. Teaching Materials Available as Supplementary Materials**

Syllabi for each course (not for duplicate or repeated courses). Other original materials developed for teaching NYU courses.

**IV. RESEARCH AND CREATIVE ACCOMPLISHMENTS**

\*See section I for complete guidelines for the Curriculum Vitae.

**V. SERVICE TO THE UNIVERSITY, SOCIETY, AND PROFESSION**

\*See section I for complete guidelines for the Curriculum Vitae.

**VI. CANDIDATE SIGNATURE**

**I have reviewed the contents of my dossier, with the exception of confidential materials.**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**

**VII. Tenure and Promotion Box Checklist (*Responsible person noted in parentheses*)**

**\_\_\_ Tenure\*/Promotion\*\* Application (Candidate)**

\*Available at <http://www.nyu.edu/oaa/tenure.pdf>.

\*\*Available at <http://www.nyu.edu/oaa/promotion.pdf>.

-Each section of the application must be complete and may indicate “see attachment” or “see section ...” Do not leave a section blank

-The chair must sign the application form before it is sent to the faculty affairs office

**\_\_\_ Curriculum Vitae (Candidate)**

-The CV must be current

**\_\_\_ Personal Statement (Candidate)**

**\_\_\_ Publications (Candidate)**

-The folders can be separated by individual tabs for each publication or all together under one tab

-The tabs can also be separated into peer-reviewed publications and non-peer reviewed publications, publications in progress, books in progress or book proposals

**\_\_\_ Grants Funded or Under Review (Candidate)**

**\_\_\_ Teaching/Course Evaluations (Candidate)**

-The course evaluation statistics from the department may be included

-Also teaching evaluation summaries may be submitted

-Peer evaluations may be submitted

-The syllabi for each course taught

**\_\_\_ Committee Recommendation (Committee)**

-Needs all committee members’ signatures

**\_\_\_ Letter from Dept. Chair requesting the external review (Chair)**

**\_\_\_ External Reviewers Recommendation (Chair)**

-The original signed letter is necessary

-Include the CV of the reviewers

-A reference list of the external reviewers including name, institution, and current title

**\_\_\_ Department Chair Recommendation (Chair)**

-Needs a signature

**\_\_\_ 3<sup>rd</sup> Year Review (Director of Faculty Affairs)**

## PROMOTION AND TENURE TIMELINES AND DUE DATES 2015-2016

Tenure and Promotion Applications	Mandatory Reviews fall appointments (Sept start date)	Mandatory Reviews, spring appointments (Jan start date) / Non-Mandatory Reviews, all appointments
Department Chair submits names of external reviewers to Dean's Office for approval	September 28, 2015	February 1, 2016
Faculty Candidate submits initial packet to Department Chair for external review	November 2, 2015	February 29, 2016
Department Chair (or designee) sends materials requesting letters for external review <sup>1</sup>	November 9, 2015	March 7, 2016
Faculty Candidate submits final packet to Department Chair which he/she forwards to the Personnel Committee along with the external review letters	January 6, 2016	May 2, 2016
Personnel Committee sends review of packet/external letters to Department Chair	January 29, 2016	May 25, 2016
Department Chair forwards all materials, including Department Chair's letter, to Dean's Office	February 12, 2016	June 15, 2016
Dean's office sends materials to Dean's Advisory Committee	February 19, 2016	June 30, 2016
Dean's office sends Dean's Advisory Report and all supporting materials to Provost office <sup>2</sup>	May 25, 2016	September 30, 2016
Final date by which University <i>must</i> notify candidates of promotion and decision	August 31, 2016	January 14, 2017

<sup>1</sup> Letters can be requested earlier than these specified dates *as long as the packet provided to the Department Chair as of 11/2 (for Sept appointments) or 2/29 (for Spring appointments and Nonmandatory reviews)* is fully considered at some point in the process for that external review. It is up to the Department Chair to provide any updated packet information to external reviewers should materials be requested from Faculty Candidates before the specified "initial packet" date.

<sup>2</sup> Materials are sent on a rolling basis to the Provost office, as soon as the Dean's Advisory Committee completes its review.