



Application Instructions: Submitting Materials for Promotion & Tenure Consideration

Applicants will upload documents into an assigned folder in Box. Please organize as described below.

The **primary folder** will be titled using applicant's college, applicant's name, and type of application (e.g., **CAL-Your Name-Promotion to Professor** or **CAL-Your Name-Promotion to Associate Professor & Tenure**). This primary folder will contain one or more subfolders as described below.

Subfolder 1 (sample title: **CAL-Your Name-Promotion Application** or **CAL-Your Name-P&T Application**) includes primary application files:

Note: This is the only subfolder that is submitted to Academic Affairs.

- Applicant CV file (example title: **Your Name CV**)
- Sub-subfolder (title: **Application Documents**) includes the following files:
 - faculty application
 - department committee report (uploaded by department admin)
 - department chair report (uploaded by department admin)
 - faculty response to department and-or chair report (uploaded by department admin)
 - college committee report (uploaded by college admin)
 - dean report (uploaded by college admin)
 - faculty response to college and-or dean report (uploaded by college admin)
- Sub-subfolder (title: **Annual Evaluations**) includes copies of annual evaluations for all years relevant to the review period. Please include each year's evaluation as a separate document.
 - (example title: **2014 annual evaluation**)
 - (example title: **2015 annual evaluation**)
 - (etc.)
- Sub-subfolder (title: **Third-Year Review**) includes all departmental and college level reports associated with the Third-Year Review.

Note: The Third-Year Review sub-subfolder would be included **ONLY** for consideration of Tenure.

- Sub-subfolder (title: **External Review Letters**) includes copies of the external review letters (uploaded by department admin).

In addition to the required Subfolder 1 materials, each college will determine what supplementary materials must be submitted as part of departmental and college-level reviews.

All Subfolder 1 materials are required for all Promotion/P&T reviews and must be submitted to Academic Affairs in electronic form. However, for supplementary materials, colleges may choose to use paper documents/physical materials for internal review.

If colleges choose to utilize Box as a tool for submitting supplementary materials in electronic form, they should provide guidance, similar to that above, for formatting and naming of additional subfolders and files that will be part of the applicant's primary Box folder.

Below is an **example** of the kind of supplementary materials a college might choose to require and a possible formatting and naming system:

Subfolder 2 (title: **Teaching**) includes documents supporting review of teaching.

- Sub-subfolder (title: **Syllabi**) includes sample copies of syllabi for courses taught during years relevant to the review period. Please include each syllabus as a separate document.
 - (example title: **CLSS 1101 syllabus**)
 - (example title: **CLSS 3340 syllabus**)
 - (etc.)
- Sub-subfolder (title: **Course Evaluations**) includes copies of course evaluations for all sections of all courses taught during years relevant to the review period. Please include each course section evaluation as a separate document.
 - (example title: **Fall 2014 CLSS 1101 evaluation**)
 - (example title: **Spring 2015 CLSS 1101 evaluation**)
 - (example title: **Fall 2014 CLSS 3340 evaluation**)
 - (etc.)

Subfolder 3 (title: **Research-Scholarly and Creative Work**) includes copies of articles, chapters, etc. and any other documentation the applicant deems relevant to the research and/or scholarly and creative work record. Please use clear and meaningful file names for all documents.

Subfolder 4 (title: **Service**) includes supporting letters and/or any other documentation the applicant deems relevant to service activity. Please use clear and meaningful file names for all documents.

If you have materials that do not fall under these guidelines or other questions about the submission process, please contact Michelle Franklin at michellefranklin@isu.edu or x6311 (from a campus phone, and 208 282-1769 for off-campus) or Cali Bell at 208 282-2171.