



# ***YOUR PROMOTION & TENURE FILE***



***Advice on How to Get It All Together  
for Counselors***



**Presented by CCSU-AAUP**

**2011**

# Preparation

## Using this Brochure as a Guide

“UP” for tenure or promotion? Your P&T file will be examined and evaluated by your Director or Dean, the University-wide Promotion and Tenure Committee (P&T), and the University Provost. It is important that your file clearly documents your campus activities and achievements.

The following information and suggestions are offered **only as a guide** to assist any counselor who wishes to prepare and organize his or her file prior to being evaluated. In no way are these suggestions binding or official. CCSU-AAUP distributes this material in an effort to help counselors make their own decisions about the best way to present their credentials for tenure/promotion consideration, renewal or professional assessments.

This guide is updated annually for CCSU-AAUP members. Many ideas contained in this guide have come from discussions of P&T Committees about the role of the P&T file in the evaluation and recommendation of candidates for tenure and promotion.

## Criterion for Evaluation

The criterion for counselor evaluation for promotion and tenure are established by the CSU-AAUP/BOT Collective Bargaining Agreement (the Contract), amplified by the guidelines established on each campus by the Senate. Thus the AAUP/BOT Agreement establishes principles for P&T evaluations, whereas the Senates on the four campuses establish the procedural guidelines in accordance with goals and traditions of the individual universities. A counselor who is considering applying for promotion and tenure should become familiar with Articles 7.3.1-7.4.3 in the 2007-2011 Contract, the campus Senate P&T document in the Faculty Handbook, and any departmental guidelines.



## Eligibility

- (1) “Years in rank” is interpreted as follows: 5 years in rank with terminal degree or equivalent, means that you become eligible for promotion consideration **during** your 5th year (**not after**). The penultimate year for the **required** tenure decision is during the 6th year. (The **penultimate** year should be adjusted if credit towards tenure for prior service was granted by the University President as per Article 4.4.2 or the member served on a special appointment per Article 4.4.1).
- (2) Although the Chief Human Resources Officer may assist Departments in identifying candidates for promotion, the responsibility is with the Department. You should also apply contractual criteria or promotion eligibility to your own situation and inform your Director or Dean if you wish to apply for either promotion or tenure.



## Documentation

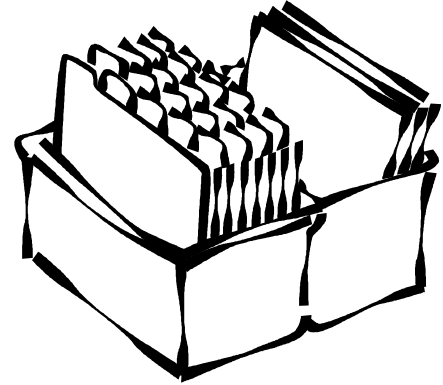
### The following documents are required:

- (1) Material supplied by the candidate and peer review, if any.
- (2) Recommendation by the Director of Counseling or appropriate Dean, addressing the five categories weighted in the order listed.

### Other documentation should include:

- Current resume or curriculum vitae: suggested format is to amplify the five contractual categories, as illustrated in the following “Getting Your Materials Together” (see below)
- Statement clarifying “primary professional function” as counseling or other.
- Any letters which “credibly” evaluate your “relevant” participation in academia (be selective; don’t overload).
- Letter of appointment with special conditions, if any, such as university acceptance of a non-doctoral degree as equivalent to a terminal degree or special assignment or expectations.

- Letter of understanding between department and University as to any equivalency of your degree to a terminal degree in your field.
- Official transcripts of degrees and other credentials held.
- Letter identifying years in specific rank at a prior institution, if any.
- Letter from the University President, identifying number of years credited towards tenure, if any, from service at a prior institution (4.4.2) or service on special appointment (4.4.1).



## Getting Your Materials Together

The contractual categories are listed in order of priority. The P&T Committee's recommendation is based solely on the quality of activities in each category. A fact of life: there are many more candidates than there are persons promoted.

### **(1) Professional Effectiveness**

#### **Quality of Counseling and Keeping Current in the Field:**

- Indicate variety of counseling techniques used and breadth of your proficiency.

Highlight evidence that you use current developments in the counseling field. Cite conferences in which you participated that presented topics or developed materials **directly** related to your counseling.

You may also wish to include:

- A self-evaluation: Where do you see your own strengths in counseling?

#### **Peer Evaluations:**

- Due to the confidential nature of counseling services, peer evaluations through observation maybe difficult or nonexistent.

However, your peers may have been present when you presented a lecture or workshop on campus. Peer evaluations should show **why** your peers consider you to be a good counselor.

### **Other Primary Professional Functions:**

For those with extensive professional duties outside of counseling, present material that answers the following questions:

- What are your assigned responsibilities? Include letter of appointment, job description, etc.
- What is your competence in these areas? Use examples of innovative programs, descriptions by supervisors of your area of responsibility. Describe your activities so that someone outside your field will understand the significance of what you do and your competence in performing those activities.

You may wish to include the following types of material:

- Evidence and examples that demonstrate your professional skill and competence.
- Bibliographies or other written samples of professional work.

Documents from the students, faculty or others you serve, such as letters or recommendations.

## **(2) Professional Activity**

- Show more than just membership in professional organizations. What contributions have you made? **Document** papers given, panels chaired, conferences attended and any offices held.
- Your presentations (lectures, workshops, panels, etc.) to community organizations enhance both your profession and the university. Such activities may be appropriate in several of the five categories; it is important to decide **where** you want each activity to be considered.
- What about professional work for an outside agency or self-employment in your field? This sort of information should be included under “Other Professional Activity” as consulting work would be.
- Pursuit of relevant personal endeavors and extracurricular service to the community should be reflected in your file. A statement as to why this endeavor/service is relevant may be included in your file.

### **(3) Service to the Department and University**

- Do not simply give a list of committees; details are needed to assess the **nature** and **value** of your service. Did you chair any committees? Were you responsible for specific policies put into effect?
- Give dates and record specific responsibilities. Ask the committee chair to write a statement describing your **specific** contribution to the work of the committee. CAUTION: In all five categories, generalized “good old buddy” letters are discounted; too many may affect the credibility of your file.
- Campus service, particularly if it is extensive and significant, indicates concern for the larger campus community. Such service includes faculty committees and Senate participation as well as advisement to student organizations. AAUP participation should also be identified.

### **(4) Creative Activity**

#### **Appropriate to One’s Field**

- Document papers given at professional conferences..

#### **Research, Study and Publication**

- Document any articles/books, or other materials, which have been published.
- Include a review or a peer evaluation of your published work.
- Various forms of research may be identified, including grant proposals, undertaking relevant census or statistical data collection or extensive bibliographic readings, etc. The Director or Dean and the P&T Committee will find useful a statement as to the significance of your work.

### **(5) Years in Rank**

Seniority will be considered. Include any documentation that might be required to establish your years of service in your current rank. If some of that service was at a prior institution, the specific rank and number of years need to be clearly documented.

# Appearance of the File

Organize, Organize, Organize!

The importance of the way the file looks cannot be neglected. Attention needs to be given to the way materials are included and inserted, the way written parts are composed, and the general physical appearance of the file. Your file is the basis for your evaluation; evaluators can only evaluate on the basis on what they see.

Material should be organized in a **logical fashion**. The first item should be the required recommendation from your Director or Dean.

After the required item, you should have an updated/current brief resume, preferably organized according to the five basic categories. Organized in this manner, the resume can serve as an index of the data and documentation in your personnel file.

- You need to toot your own horn, but you can do so without being blatant or boastful. State your achievements objectively. Be specific about what your responsibilities were.
- Stress your accomplishments since your appointment or last promotion. State the date of your initial appointment and the date of your last promotion in your personal history,
- Resume style, like an outline, does not require complete sentences, so you need not repeat “I” all the time. You can also write in the third person, if that is more comfortable for you. Be sure to show clearly the depth and breadth of scholarly activity.
- Tell why what you do is important and creative.
- **Document, Document, Document!** It is not enough to just say you did something. Show concrete evidence of all endeavors.
- Please keep a copy of everything you submit.

**Reminder:** This material is offered **ONLY AS A GUIDE**. The current AAUP/BOT Contract (Articles 4, 5 and 8), the Senate P&T document in the Faculty Handbook, and your department bylaws stipulate official procedures for the promotion and tenure process.

# Promotion & Tenure Dates to Remember

	Penultimate-Year Tenure Candidates		Promotion Candidates
Appointed in:	August	January	All
DEC receives (See 4.11.1) and reviews records and notifies members who meet promotion standards or otherwise must be evaluated.	Sep 15	Sep 15	Sep 15
Candidate informs the department Chairperson and DEC Chairperson in writing of desire to be considered for promotion.	NA	NA	Sep 25
DEC Chairperson informs candidates in writing of evaluation process (See Article 4.11.5).	Oct 1	Sep 20	Oct 1
Candidate submits relevant materials for consideration to the DEC.	Oct 20	Oct 10	Oct 20
DEC submits evaluations and appropriate recommendations to the Dean.	Nov 15	Nov 1	Nov 15
Dean submits recommendations.	Dec 18	Nov 13	Dec 18*
University-wide Promotion and Tenure Committee submits recommendations to the Provost.	Mar 5	Nov 25	Mar 5
Provost takes required action and informs candidate.	Apr 15	Nov 30	Apr 15
Board awards tenure/promotions.	May 31	Dec 31	May 15

**Notes:** (1) The evaluation schedule for those members who are not appointed at the beginning of a semester shall follow the evaluation schedule of members employed at the beginning of the semester closest to their appointment date.

(2) If any of the dates above fall on a weekend or holiday, the deadline shall be the close of business on the business day preceding the date listed.

(3) All early tenure consideration follows timetable for August appointments.

(4) In the absence of the Provost, the President shall assume this role in Article 4.11.4 through 4.11.14, 4.12, and 4.15.

\* The incorrect date was printed in the CSU-AAUP/BOT Contract.