



August 2017

To: UOG Faculty  
From: UOG Promotion and Tenure (P&T) Committee  
Dr. Stephen Bednarzyk (for the 2017-18 Committee)

**Subject: Solicitation of Applications for Promotion or Tenure or Both**

The Promotion and Tenure (P&T) Committee for Academic Year (AY) 2017-2018 is ready to accept applications for Promotion or Tenure or both **from August 28, 2017**. Although applications and all required materials may be submitted at any time (during the academic year) after the Committee has issued the call for applications, only those completed applications received by the UOG Human Resources Office (HRO) on or before close of business (5PM) **December 15, 2017** (last day of the Fall 2017 Semester) are guaranteed a final recommendation by the Committee by the end of the Spring 2018 Semester, May 19, 2017. Additionally, all completed application packages received by the Human Resources Office (HRO) no later than 5PM on the last day of the Spring 2017 Semester (May 18, 2018) shall be guaranteed a Committee recommendation before the end of the following Fall Semester (Fall 2018 Semester) (BOR/Faculty Union *Agreement*, Article V, p. 25 (2) and (3)). Please note that applications are not accepted by HRO during semester breaks; HRO only accepts application packets and materials during regular business hours.

A Faculty member is considered for Promotion and/or Tenure by self-application only. A separate application form should be completed for each action requested. Promotion and Tenure administrative procedures are specified in the BOR/Faculty Union *Agreement*, Article V (pp. 21-34). Also the UOG "*Revised Comprehensive Faculty Evaluation System Document*" (CFES) approved by the Board of Regents on December 16, 1999 provides the evaluative framework for promotions and tenure recommendations made by the P&T Committee. The CFES Document of 1999 remains the second defining document (the *Agreement* being the other) until any proposed revisions are approved by the Board of Regents (BOR).

Faculty should check their eligibility, requirements, and criteria for promotion and/or tenure by carefully reading the sources noted above and consulting their School, College or Unit Administrator: Dean, Director or Executive Director.

Page 24 of the BOR/Faculty Union *Agreement* states, "The completed application package shall include:

- (1) an application form available from the Human Resources Office) indication what action is being requested and what roles are to be evaluated in support of the requested action;
- (2) a signed statement authorizing access to the applicant's Official Personnel File by members of the Committee;
- (3) a comprehensive statement elaborating the applicant's roles;



- (4) documentation supporting the comprehensive statement including an up-to-date vita;
- (5) all CFES Plans since the date of last promotion or date of initial tenure-track hire, whichever applies, and;
- (6) your appropriate Administrator/s annual CFES evaluative letters, since the last promotion or date of initial tenure-track hire, whichever applies; and
- (7) a list of no fewer than five (5) persons from whom the Committee shall seek recommendations.

[The Committee recommends that applicants choose referees carefully, and provide them with a copy of your comprehensive statement and CV for their reference. Generally it is recommended that you choose five or six on-campus and one or two off-campus referees to provide input to the Committee. Excessive numbers of reference writers are not recommended.]

This list of names shall include at least two (2) current members of the applicant's Unit. At least one (1) of those two (2) names shall be a current member of the applicant's academic discipline at the University of Guam, except where the applicant is the only member of that academic discipline.

Applicants are encouraged to include in their list of references the names of academic or professional peers from outside the University. A copy of the list (in word format) is requested and should be sent to the P&T Chair after the application is logged in at HRO.

### **Forms & Related Reference Materials**

In an effort to support UOG's "Green Efforts," the appropriate forms and related documents are available on the UOG website:

<http://www.uog.edu/administration/academic-and-student-affairs/faculty-forms>

A copy of the **Application Form 2017-18** (both in pdf and word formats) and the Application Form **Reference List** (word format) accompanies this letter as a courtesy.

### **P&T Application Materials**

To assure receipt of your application materials by the Committee, please hand carry your completed application package as defined above to the Human Resources Office (HRO). The Committee recommends that a concise application packet of material be presented that is well organized. Excessively large, bulky or poorly organized applications are not recommended.

Note:

- All communications with the Committee is to be conducted through the Chair.
- To facilitate communicating requests for Letters of Support from the list of referees (#7 above) provide, please e-mail an accurate and complete copy of the list (in a word document) to the Committee Chair: Dr. Stephen Bednarzyk (sbednarzyk@yahoo.com) after you submit your application packet.



- The Committee will host an Information Session during Faculty Development Day for Faculty who are considering applying for promotion or tenure. Samples of application packets will be accessible at those times.

### **Comprehensive Faculty Evaluation System (CFES)**

The UOG “*Comprehensive Faculty Evaluation System*” (CFES) approved by the Board of Regents (BOR) provides a framework for promotion and tenure recommendations and decisions. Annual performance evaluations by the appropriate administrative supervisor of the College/School/Unit and evaluations by peers shall constitute important evidence of the quality of a faculty member’s performance.

Under no circumstances will a faculty member be granted promotion or tenure without clear documentation of excellent performance in his or her primary role (CFES pp. 9-10 or RR&PM (hard copy version of 02/17/2000) p. 108 & p.113). Further, the CFES document (p. 4) emphasizes the need for excellence in collegiality, stating: “When evaluating any of the faculty roles, collegiality will also be considered in relation to that role.”

Criteria for Roles as stated in the CFES will be used to evaluate performance, pp. 4-9. The P&T Committee members will also use the sections dealing with “Role Activities,” “Possible Elements of Evidence,” (CFES, pp. 14-25); and “Professional Commitment and Responsibility” (CFES, pp. 26-30) to assist them with their evaluation.

Please note that the applicant is expected to provide the following (as appropriate):

- only material/evidence for the period under review as per the Agreement and CFES;
- supporting evidence for all endeavors being reviewed including verification of roles by co-investigators or co-authors;
- all student evaluations (including both the course rating and student comments) for all courses taught in the appropriate binder by the applicant; and
- evidence of appropriate approval from the IRB/Committee on Human Subjects (CHRS) or Institutional Animal Care & Use Committee (IACUC) for any (faculty) research conducted with human subjects or animals as specified in the **2001 University of Guam Rules, Regulations and Procedures Manual** (pp 19-23).

### **P&T Packet Preparation**

The ideal P&T application package is well organized and conceptualized, well documented with evidence, concise, and germane to the applicant’s roles. Please refer to both the *Agreement* and the CFES. Applicants are advised to have one (and only one) binder for each role. Generally this means a total of 2 or 3 well organized binders.

Some of the best application packages have been those organized according to the CFES criteria. A fourth **small** binder containing Dean/Director/Executive Director’s annual evaluations and your CFES Annual Plans, your resume (vita), and other related documents would be helpful.



Finally, **applicants are advised to remove student names from student work** included in the packet (do **NOT** submit student work with student names on them). Any student work that is submitted must provide appropriate protections for the individual student. Other areas for consideration have been noted earlier.

**Notification of Dean/Director**

The faculty applicant shall notify his or her appropriate Administrator, in writing that he or she has applied for promotion and/or tenure (*Agreement*, p. 24).

Assistance for individuals with disabilities is available upon request from the ADA Office (671) 735-2244 or Telephone Device for the Deaf (TDD) (671) 735-2243.

The P&T Committee looks forward to receiving your completed application. Please consult the BOR/Faculty Union *Agreement* regarding eligibility and procedures, and the CFES for criteria.

-- end of announcement #1 --