Guidelines and Dates for Tenure and Promotion Materials

Please turn all materials to the Associate Dean's Office, Albany 201, or ncameron@lclark.edu

Monday, April 3 Very short research description and annotated list of 8-10 appropriate reviewers

Our guidelines say that we should consult with you and your chair to identify "recognized scholars" within your discipline. We would welcome a joint list of eight to ten suggestions from the tenure candidate and chair. Please supply us with the names of potential reviewers and a brief explanation of why they would be appropriate. Please also indicate the nature of your relationship with that person (if any). For example, "edits a journal that has published work of mine", "an expert in my subfield", "met at a conference", "reviewed a book of mine", or "never met the person". We especially appreciate having at least one reviewer who is *not* a professional acquaintance, who is qualified to comment on your work. If your work spans several areas, it would also be useful to know which reviewers would be appropriate for each area. We will invite some reviewers from your list, but will also identify other reviewers whose names emerge as we begin conversations with people in your field. Reviewers must be tenured, so we cannot use assistant professors as reviewers.

We urge you to find reviewers from a variety of institutional types. We want to hear from "the experts" at research universities on the quality of your work. We also want to hear from scholars in liberal arts settings like Lewis & Clark College. In lining up reviewers, we will be working to ensure that reviewers represent diverse kinds of institutions.

If there is someone whom you would request we *not* consult (for whatever reason), you're welcome to give us those names as well.

At the time you submit this list, please provide a short description of your research area and a rough idea of what we'll be asking the referee to review. For the former, describe your work in a few sentences or so in a way that will interest reviewers in seeing it. Also indicate the volume of material the reviewers will be asked to evaluate (2 books, 3 articles, 6 recordings, etc.). In other words, please complete the following two sentences. "Professor X's research / creative work (studies/explores…) _____. His/her file contains _____." Reviewers will be assessing the amount of time they'll need to spend in order to finish the review for us when we need it.

Monday, June 19 Scholarship and creative file including introductory statement, c.v., and all scholarly and creative materials that will be part of the final file

In addition to your scholarly and/or creative materials themselves, please provide a statement of scholarship and/or creative activity that provides an overview of your past scholarly and/or creative work and of your future plans. The overview should explain the place of your work in your discipline. Such a statement must accompany the materials you submit to your department and to the Committee on Promotion and Tenure (CPT) in the fall. To avoid your having to write two separate statements, feel free to write your introductory statement on scholarship at a level appropriate for colleagues from across the College who are not experts in your field (i.e., CPT). We will make sure to let outside readers know that your statement has been designed for this general audience. Such generalist statements can be challenging to write and may be a bit longer than statements for specialists in your field. Thus it is also appropriate to submit a very slightly modified scholarship statement addressed specifically to the external reviewers for the July deadline and a nearly identical (with some technical material removed) statement for your department and CPT in the fall. Whichever route you choose, when you submit the materials in June, let us know if you'd prefer that we leave out the second of the following sentences in the cover letter for reviewers: "I enclose the candidate's statement providing the context and trajectory for his/her scholarly [or creative] work. *You should know that this statement has been designed to introduce our all-college tenure committee to the candidate's work and has not been designed for specialists in the field.*"

We prefer to supply materials in electronic format both to external reviewers and to the tenure committee. If you are compelled to submit reprints or materials in irregular sizes, please give us four copies for reviewers. If you will be supplying copies of books, we are able to help you with the purchase price but would like you to get your author's discount. Please work with our office early enough to provide ample time.

Friday, August 25 Complete tenure file

This file should include separate sections on teaching, scholarly or creative work, and service and should include a reflective introductory statement providing appropriate context for the members of the CPT. Again, this file should be electronic to the extent possible. Since CPT members are unlikely to be specialists in your field of scholarship or creative activity, please write for an educated general audience. You may write one cover letter addressing all three areas or introduce the separate section with separate statements.

Approximately early to mid October (One week after you receive the departmental letter)

Please send us a response to the departmental letter, indicating that you have seen it, and, if necessary, correcting any factual errors it may contain. (If there are simple errors of fact, we suggest that you clarify those with the chair and that the department submit a corrected letter, rather than having a series of addenda to the original letter.) You have up to a week to respond after receiving it (an email to the Associate Dean will suffice). We need to hear from you whether or not you wish to comment on the substance of the letter.

Spring 2018

Once your acknowledgment of the departmental file is received, you should not expect to hear anything for several months. The CPT customarily reviews all the files and makes its decisions about all candidates before it sends letters announcing its recommendations to the Dean. After you receive a letter from the CPT, you will subsequently receive another letter from the Dean that gives her recommendation to the President. The letter with the final official decision will come from the President thereafter.