

Guidelines for the Preparation of Credentials

For Promotion and Tenure

College of Health Related Professions

Candidates are reminded that credentials for tenure should cover everything germane to one's job performance, while credentials for promotion should emphasize accomplishments that have occurred since the last promotion. The following is to serve as a guide to the Promotion and Tenure applicant. It is not necessarily all inclusive of documentation required in all cases.

In general, the following documentation is to be included in the order listed:

- I. Signature Page (Available at http://www.uams.edu/chrp/faculty_staff/)
- II. Department chairman's letter of recommendation
- III. Candidate's Letter of Application
 - A. Addressing letter
 - i. Faculty – address to department chairman
 - ii. Chairman – address to chairman of P & T Committee
 - B. Maximum of two pages, single spaced
 - C. State whether the candidate is applying for promotion or tenure, or both
 - D. State date of hire and the ranks from and to which candidate wishes to be promoted
 - E. Summarize the credentials and include only pertinent information
 - F. Explain the candidate's job description
 - G. In order of strength, explain the three (3) different aspects of the candidate's work: teaching, service, and scholarly activities and the weight (“excellence,” “significant achievement,” or “achievement”) assigned to each. Highlight things the candidate feels might not be readily understood by the Committee after reading the credentials. In past Promotion and Tenure Committee credential reviews, the weighting factors are often omitted by candidates.

- IV. Letters of Support
 - A. Not a requirement
 - B. If included, author should be able to comment on quality of performance in at least two areas of evaluation and should be able to reflect consistency of performance.
 - C. Generally, it is not appropriate for P & T Committee members, other than the candidate's department chair, to write letters of support for applicants.
 - D. Whenever possible, letters of support should be provided by colleagues from a higher academic rank than the candidate's present rank.

- V. Table of Contents

This should be only an outline and should not refer to page numbers.

For the sections "VI." and "VII." whenever possible, provide a header indicating the candidate's name followed by the type of document provided. Insert consecutive page numbers in the footer of the section as well. For example, type "Joe Smith, Curriculum Vitae" in the header of each page of the curriculum vitae section. The first page of the CV will be page "1" appearing in the footer.

- VI. Curriculum Vitae

The curriculum vitae may include the following areas:

- A. Personal Data: name, address, phone (business and home)
- B. Education: post-graduate, graduate, undergraduate listed in reverse chronological order
- C. Academic Appointment: UAMS and other listed in reverse chronological order
- D. Professional Experience
- E. Professional Certifications
- F. Memberships in professional organizations – clearly distinguishes between routine membership and active participation on committees, offices held, leadership activities, etc.
- G. Honors/awards: CHRP, state, national, international, etc.
- H. Department Service
- I. College Service
- J. University Service
- K. Community Service
- L. Continuing Education – briefly summarize
- M. Publications – separate refereed from nonrefereed
- N. Presentations

- VII. Sections of Teaching Service, and Scholarly Activity
- A. Placed in order of importance with the strongest being placed first.
 - B. A summary page at the beginning of each section is helpful. Whenever possible, summarize data and indicate where the original data can be found.
 - C. Provide specific documentation of graduate hours and/or relevant points for purposes of promotion to the rank of associate professor (applies to those candidates with a master's degree and without a doctorate).
 - D. Letters of recommendation are acceptable when the individual can comment on quality of specific performance. Signatures are required and electronic mailings are not acceptable. Recommendations should be written by individuals who have an academic rank above the candidate's rank whenever possible.
 - E. Article reprints, syllabi, lecture outlines, and educational materials such as workbooks, CD-ROMs, etc. may be placed in the Dean's Office for review by the P & T Committee.

General Comments

Place credentials in a three-ring notebook. Always keep a copy of any documentation, preferably your entire document, and do not include originals. The following guidelines should be followed:

- A. Do not include insignificant thank you notes or letters or routine thank-yous for such activities as Phonathon, graduation, etc., but do include these in your CV.
- B. Avoid disorganization of documentation. Use a consistent format, be accurate and neat, and include only relevant material. Do not bury your accomplishments in insignificant documentation.
- C. Do not include course syllabi, lecture outlines, or study guides.
- D. Reference letters should be from those who are able to verify your professional capabilities and preferably in a higher academic rank.
- E. Do not place pages in plastic cover sheets.

Deadlines

1. An applicant for promotion and/or tenure shall submit his/her credentials to his/her department chairman on or before the first Tuesday in July. If the Tuesday is July 4, the deadline will become the following Wednesday.
2. The department chairman will notify each candidate of the action taken and shall forward the credentials of those candidates being recommended to the Promotion and Tenure Committee on or before the first Tuesday in September.
3. The Promotion and Tenure Committee will notify each candidate of the action taken and shall forward the credentials of those candidates being recommended to the Dean by the first Tuesday in November.
4. The Dean will notify each candidate of the action taken and shall forward the credentials of those candidates being recommended to the Chancellor by January 15. Only letters recommending candidates go forward to the Board of Trustees.

Appeal Process

Negative recommendations at any level within the College may be appealed to the next higher level in the review process within ten (10) working days of notification of the action taken. (See appointment, Promotion, and Tenure Guidelines: Section IV-B).