

# 2017-18 P&T Committee Final Report

This past academic year, the Promotion and Tenure Committee reviewed the files of 13 candidates for promotion and/or tenure (4 for promotion, 9 for promotion and tenure). A number of other initiatives were set for the academic year.

- The P&T Chair, Jon Storm, worked with Academic Affairs and Information Technology Services to create a P drive folder for the P&T committee. The purpose of this folder is to allow the transfer of digital documents related to P&T across years.
- With the assistance of the Provost & Senior Vice Chancellor, Dr. Clif Flynn, the Faculty Chair, Dr. Holly Pae, and the Faculty Chair-elect, Dr. Lizabeth Zack, we held an August Peer Review training session for all peer review committee members.
- The committee worked to update the P&T webpage, including a restructuring that organized material by the review level (candidate, peer review, P&T committee) and made it easier to find pertinent documents
- The P&T Committee updated all of the classroom faculty P&T forms. Several of these forms had not been revised for 12 years.
- The committee worked to update and enhance the Student Opinion Poll and P&T sections of the 2013 Faculty Handbook. The goals of these edits were to add clarity and to make it easier for faculty to find pertinent information in the handbook.
- We generated a “Summary File Checklist” that will be placed at the front of each candidate’s summary file starting with August, 2018 file submissions. The purpose of the checklist is to help both the candidate and reviewers keep track of the details inherent in the P&T process (e.g. where to sign or initial, which information needs to be filled out by the candidate, where the original copy of a document goes). We hope that the checklist will make the file preparation and review process easier and lead to fewer questions being asked of peer review and P&T chairs.
- The P&T Chair, Dr. Jon Storm held 2 P&T workshops in the spring with the P&T Chair-elect, Dr. Lisa Johnson. For this workshop, Dr. Storm generated a Tips and Suggestions document that provides examples of how to put together key elements of the file (e.g. documenting time commitment for service activities).
- Lastly, Dr. Storm started work in June of 2017 on developing a method for the 4 documentation files to generated and reviewed using a digital system. Tom Davis, Bradley Dey, Luke Vanwingerden, Dr. Holly Pae, and Dr. Warren Carson were of particular help in this process. Dr. Storm will submit his file for promotion to Professor of Biology in August, 2018 using this new system as a beta test of the system. If all goes according to plan, Dr. Storm will work with ITS next year to develop training modules on this system for both candidates and file reviewers.

**Jon Storm, 2017-18 P&T Chair**