

Please distribute this page to all candidates

Materials To Be Submitted With The Request For Personnel Action Form For Tenure, Promotion, Probationary Review, Or Multi-Year Appointments

The following materials supporting the review of faculty in each category are to be submitted **unbound** to the Office of the Provost and Vice President for Academic Affairs. Colleges and departments may require submission of additional materials for review at the local level. If you have questions, please call Diane Dooley (3036).

Promotion and/or Tenure for Faculty

Material submitted should include:

1. The form provided by the Office of the Provost and Vice President for Academic Affairs along with any forms used by the college.
2. Evaluation letters and committee recommendations.
 - A. Department faculty evaluation of performance in relation to department criteria.
 - B. Chair's independent recommendation including an analysis of the candidate's teaching success and other strengths and weaknesses in relation to department goals.
 - C. College Rank & Tenure Committee evaluation and recommendation.
 - D. Dean's independent evaluation and recommendation.
3. A summary analysis of teaching evaluations prepared by the chair. This should include, but not be limited to, student evaluations. Data from the student evaluations should be presented and explained so that someone unfamiliar with department and college customs can see how the candidate's teaching compares with that of his or her peers in the same academic unit. The chair should explain special challenges and/or teaching accomplishments and describe how teaching is evaluated in the unit.
4. External Evaluations.
 - A. Include identifying information about the reviewers only on the grid/form only provided by the Office of the Provost and Vice President for Academic Affairs.
 - B. A copy of the letter used to request the reviews must be included. (See attached samples.) **NO MORE THAN SIX LETTERS SHOULD BE SOLICITED.** All letters received must be included.
 - C. Current letters from reviewers in the candidate's field of expertise. These evaluations are external to Loyola University New Orleans. If possible, department chairs and deans should explicate any troublesome or confusing statement made by an outside reviewer.
5. An optional statement of not more than two pages written by the candidate to put past work into perspective and to outline future goals growing out of that work. The statement should help reviewers see relationships among the individual's teaching, research, and service and how these activities have built the foundation for continued professional growth.

6. A current curriculum vita presenting such information as research publications, artistic achievements, service, grants, papers presented, etc. Refereed and nonrefereed publications should be distinguished. Joint authors of articles should be listed in the order in which they appear, and the nature of one's role in research projects and other joint efforts should be clearly described.
7. A copy of two publications or other material reflecting scholarly or creative endeavors of the candidate. No more material than will fit comfortably in one manila folder should be forwarded. If local units have looked at a greater quantity of material, the candidate should be consulted about weeding the material to fit the restricted space requirements at the University level.
8. Send only ONE file per faculty member; i.e., do not send duplicate department and college files.
9. A cover list from the dean of the names of all faculty in the college listed by department who are being considered for promotion and/or tenure.
10. A current copy of the department's and college's approved promotion and tenure review process criteria.

Probationary Reviews for Faculty

Material submitted shall include:

1. The appropriate form provided by the Office of the Provost and Vice President for Academic Affairs, along with any additional forms used by the academic unit.
2. Committee(s) evaluation(s). Transmittal letters of the chair/director and dean.
3. A current curriculum vita.
4. Summary evidence of teaching or job effectiveness.
5. A cover list from the dean of all faculty in the college listed by academic unit who are currently being reviewed.

Renewal Reviews for Lecturers (Multi-year appointments only)

1. The appropriate form provided by the Office of the Provost and Vice President for Academic Affairs, along with any additional forms used by the academic unit.
2. Committee(s) evaluation(s).
3. Transmittal letters of the chair/director and dean.
4. Summary of teaching effectiveness, including both student and peer evaluations.
5. A self-assessment.
6. A current curriculum vita.
7. A cover list from the dean of all lecturers in the college listed by academic unit who are currently being reviewed.