

SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST
PROMOTION AND TENURE
GUIDELINES AND REQUIREMENTS FOR CANDIDATES
December 6, 2023

Candidates for tenure or promotion are asked to provide information used in evaluating their applications. The information should be objective and factual, with clarifying explanation if needed, and with enough documentation to be independently verifiable. If you are unsure whether or not the information is pertinent, please consult with your chair or dean. The information you provide, along with other materials, becomes the basis for recommendations by individuals and committees to the President, who has responsibility for granting tenure and promotion.

The rank and tenure decision-making process itself is described in more detail in sections 2.11.1 through 2.11.2 and 3.4 of the *Faculty Handbook*. To ensure the integrity of the process, all documents and recommendations are confidential. Candidates provide materials in electronic form.

A faculty member who is requesting to submit an early application for tenure, or who is requesting to submit an application for promotion to full professor, must complete and submit this [form](#) no later than Thursday, March 28, 2024. Requests received after March 28 will not be accepted for this petition cycle.

I. APPLICATION DEADLINES

- 1. Thursday, March 28:** Candidates who are requesting to submit an early application for tenure, or who are requesting to submit an application for promotion to full professor, must complete and submit this [form](#) no later than Thursday, March 28, 2024. Requests received after March 28, 2024 will not be accepted.
- 2. Monday, April 8: Candidate Provides External Referees and Non-Referees, Works to be Evaluated and Professional CV**

By Monday, April 8, provide the following documents to your dean and department chair or program director via email, filling out the electronic form “External Referees Provided by Candidate and Candidate-Provided Non-Referees,” located at <https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/External-Referees-Provided-by-Candidate.pdf>:

- **REFEREES:** Provide the names of at least two external referees who can evaluate the quality of your scholarship or creative work. The dean will obtain letters of evaluation from two of the persons you nominate. Include the complete title, rank, department, and mailing address of each referee as well as the telephone number, and email address, if available. In addition, provide a short description of your reasoning for choosing each referee and describe your relationship, if any, with the referees you nominate (e.g., major figure in the field, associate editor of a journal in which you publish regularly). As a best practice, dissertation advisors, postdoctoral advisors, and co-authors are not typically chosen as referees due to the potential

for conflict of interest.¹ Although it is not required, you may choose to contact the referees you nominate to alert them that they may be receiving materials during the summer and that their letters will be due in August. Deans will provide referees with instructions and with information about Santa Clara University pertinent to their evaluation, including your department's scholarship standards.

- **NON-REFEREES:** Provide the names, titles, and institutions of any persons who, for valid cause, you do not want the department/program or rank and tenure committees to contact as external referees, with a brief statement of the reasons they should not be contacted. If a majority of either the tenured faculty in the department/program or a rank and tenure committee believes that it is necessary to contact one of these persons as a referee, the Provost shall make the final decision as to whether valid cause exists.
- **WORKS TO BE EVALUATED:** An electronic copy to your dean and chair or director of each publication or creative work to be evaluated by the external referees. (If material is not available in electronic form, please consult with your dean.) An appropriate number of items would be three to five that you regard as the most representative of your work. Your department chair/program director or rank and tenure committees may make additional selections. Do not include any items that were used in a previous successful petition for tenure or promotion. Materials are not usually returned by the referees.
- **PROFESSIONAL *CURRICULUM VITAE*:** One electronic copy to your dean and chair or director of your professional or discipline-specific *curriculum vitae*. Please note that this is different from your annotated *curriculum vitae* due on September 4.

In general, six off-campus evaluations of the candidate's scholarly or creative work will be obtained: two from external referees nominated by the candidate, two from external referees nominated by the candidate's department/program, and two from external referees identified by the college or school rank and tenure committee. The college or school committee may request two additional external referees if the candidate's research or artistic work lies in more than one field. If you believe this applies to your case, please indicate so when supplying the information requested above.

If you have a joint appointment in more than one department, please provide each of your department chairs or program directors with these materials.

If you have questions, please check with your dean.

3. Wednesday, September 4: Completed Petition and Backup Documentation

By Wednesday, September 4, complete your petition by submitting the following materials in Faculty180 and your case in Interfolio:

- **PETITION COVER SHEET:** Please complete the Cover Sheet-Petition for Tenure and/or Promotion, located at <https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/Tenure-&-Promotion-Cover-Sheet.pdf>. Upload the cover sheet to the "Personal Statement" activity category in Faculty180.

¹ Section 3.4.4.9 of the Faculty Handbook states that "significant scholarly collaboration, such as co-authorship of publications or supervision of a candidate's graduate work, also presents a potential conflict of interest."

- **ANNOTATED CURRICULUM VITAE:** For those submitting not only the petition, but also the backup documentation, entirely in Interfolio, the system-generated CV that will appear in your case in the main browser window functions as the Annotated CV, pulling in your entries for teaching, scholarship/creative work and service, along with comments you might have added to annotate those entries. Use the comment fields to annotate your CV entries as described below. For those candidates for promotion to full professor who are submitting the petition in Interfolio but the supporting documentation in Google Drive, you will need to prepare an Annotated CV yourself and upload it to the “CV Uploads” activity category in Faculty180. Follow the format outlined in Part II below. While the *vita* may include brief explanations for the purpose of clarification, it should avoid personal comment.
- **PERSONAL STATEMENT:** If you choose to submit a personal statement, it should follow the format outlined in Part III below. Upload the statement to the “Personal Statement” activity category in Faculty180.

By Wednesday, September 4, provide one set of backup documentation. All candidates for tenure and promotion to the rank of associate professor will upload these materials to Faculty180. Candidates for promotion to full professor have the option to indicate on the March 28 form whether they will submit these materials in Faculty180 or via the Google shared drive R&T folders prepared by their dean. Guidance for adding materials to Faculty180 is available at the Interfolio Guide for tenure and promotion (<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/tenure-promotion/>):

- **TEACHING MATERIALS:** For each course (section) taught at Santa Clara University since initial appointment, granting of tenure, or promotion to current rank, provide one electronic copy of student evaluations of teaching, peer observations (if available), course syllabi, significant assignments and exams, and any other information related to the quality of teaching. A single set of teaching materials may be included for courses taught in multiple sections if they are substantially similar across sections. If any of these is unavailable, please explain.
 - For faculty uploading supporting evidence in Faculty180, a list of courses for the period under review is provided in the “Teaching” activity category. Upload files to the proper course section. DEI tags and comments will not be visible in the course list, so please discuss this dimension of your teaching, if applicable, in your Personal Statement.
 - For candidates for promotion to full professor who opted on March 28 to submit supporting evidence in the Google shared drive R&T folders provided by the dean, please provide a list of all courses (sections) taught at Santa Clara University since the granting of tenure or promotion to current rank, whichever is more recent, as well as the supporting documentation, in the designated folder.
- **SCHOLARLY WORK:** Provide one copy, in electronic form, of all published work or appropriate evidence of accomplishment in the arts since initial appointment, granting of tenure, or promotion to current rank. For each work that has been accepted for publication but not yet published, provide an electronic copy of the work and the editor’s acceptance letter. Completed unpublished work may also be included. Evidence of accomplishment in the arts may include outside reviews of productions, performances, exhibitions, and the like. For further guidance on appropriate material to include, please consult with your department chair/program director and dean. If any relevant evidence is unavailable, please explain.

If you have published articles or books in a language other than English, include an abstract summarizing the contents of each such publication for the review process. If the publication is a book, you may decide to provide an abstract of each chapter of the book. Alternatively, you

may decide that an abstract summarizing the purpose of the work and its principal conclusions would be sufficient. Abstracts may not be necessary for creative works, such as a poem, composed in a language other than English. Any uncertain case should be referred to your dean for a decision.

- For faculty uploading supporting evidence in Faculty180, upload scholarly works and creative productions, along with any additional related documents, to the publication entry you have created in Faculty180 > Scholarly Contributions and Creative Productions.
- For candidates for promotion to full professor who opted on March 28 to submit supporting evidence in the Google shared drive R&T folders provided by the dean, upload all evidence to the designated folder.
- FAR EVALUATION & MPR ADVISORY LETTERS: All Candidates are responsible to upload FAR Evaluation Letters for the period under review in Faculty180 (Faculty180 > Historical FARs & FAR Evaluation Letters). Candidates for tenure are also responsible to upload their MPR Advisory Letter (Faculty180 > MPR & MPR Advisory Letters). If you cannot locate your copies of these documents, your department or program chair and/or dean will have copies.

4. Transmission of Materials after September 4

Section 3.4.5 of the *Faculty Handbook* guides the transmission of materials as follows: “Materials entering the process after it has begun shall be transmitted directly to the candidate’s dean or, if the evaluations have proceeded beyond the dean, to the Provost for further transmittal to whatever person or committee is currently evaluating the candidate to whom they pertain. Such late materials need not be reviewed by the authors of completed evaluations unless, in the opinion of the University committee or the Provost, they ought to be.” Candidates may add late materials such as an updated manuscript status, a new honor or award, new information about a creative work, or information regarding the status of a grant proposal.

II. ANNOTATED *CURRICULUM VITAE*

Candidates using Interfolio for supporting evidence:

Candidates for tenure and/or promotion to associate professor, and candidates for promotion to full professor who elected to submit their petition and backup documentation in Interfolio, **are not required to create an Annotated CV**. Interfolio automatically generates a vita from your entries when your case is created about a month before your petition deadline. This vita takes the place of your annotated CV, indicating only work that has occurred since initial appointment, granting of tenure, or promotion to current rank (whichever is most recent) at Santa Clara. Your referees will have access to the professional CV you provided to your external referees, and your dean will upload this CV to your tenure and/or promotion case in Interfolio. If for any reason these two documents are insufficient, you are welcome to provide a more complete *curriculum vitae* in “CV Uploads.” In the list of required sections below, instructions in the right-hand column indicate where to enter the required information in Faculty180 so that it appears on the system-generated vita.

Candidates for promotion to full professor using Google Drive for supporting evidence:

Candidates for promotion to full professor who elected on March 28 to submit their petition in Interfolio and backup documentation in Google shared drive R&T folders maintained by the dean **are required to create an Annotated CV** themselves and upload it to the “CV Uploads” activity category

in Faculty180. Please indicate with an asterisk (*) in the *curriculum vitae* which accomplishments—publications, artistic works, papers, professional services, and so forth—have occurred since initial appointment, granting of tenure, or promotion to current rank (whichever is most recent) at Santa Clara.

Precede all headings with the numeral or letter it carries in the outline below. If no information is to be listed under a particular heading, list the heading followed by the word “none.”

All Candidates:

The information listed below is required for all candidates for tenure and promotion. Items entered should be consistent with the Professional *Curriculum Vitae* provided for external review.

1. Education

For those entering all supporting evidence in Faculty180

- a) Institutions of Higher Education. List in chronological order all institutions of higher education you have attended, together with major and minor subjects, degrees received and the dates of those degrees, and the dates of attendance at institutions from which you have not obtained degrees. Profile > Education
- b) Titles of Theses and Dissertations. List the titles of all doctor’s, master’s, and other theses and dissertations you have written, with names of thesis directors. Profile > Education:
A Title of Dissertation or Thesis
- c) Academic Honors. List fellowships, awards, elections to honorary societies, and other academic honors, together with dates and clarifying comments if any are needed. Activities > Academic Honors & Awards

2. Teaching and Related Experience

- a) Teaching Experience. List in chronological order all institutions at which you have taught, the academic ranks or other titles you have held, and the dates of your appointments. If any experience is part-time, please indicate. Profile > [use both] Current Position and Work Experience
- b) Other Academic Experience. List department chair positions, directorships of programs, and other administrative or quasi-administrative experience you have had. Do not list here memberships on academic committees or in professional organizations. Profile > Work Experience
- c) Relevant Non-Academic Professional Experience. List any experience in publishing, editing, scientific or technological work, business, or the arts that amounts to professional qualification or qualification for tenure or promotion in academic rank. Profile > Work Experience

3. Scholarly and Artistic Work

For those entering all supporting evidence in Faculty180

- a) Scholarly Publications. List in order of appearance all published books, articles, monographs, or creative works of a scholarly nature, as defined in the *Faculty Handbook* (Section 3.4.2). Include works that have been accepted for publication but not yet published. Please cross-reference all publications that have appeared in substantially the same form in more than one venue. Give full bibliographical data and, if titles do not clearly indicate the nature of the work or if some qualification is called for, annotate the entries. For example, distinguish articles from reviews, and indicate which publications are peer-reviewed. If you are a joint author, indicate the extent of your responsibility in the authorship or any special relationship you might hold with other authors (e.g., that the primary author was a thesis or project director with whom you collaborated as a student or an assistant).
- Activities > Scholarly Contributions and Creative Productions: add annotations in the **A** Description field under URL (*Interfolio will list by type rather than by order of appearance*)
- b) Artistic Performances and the Like. List any concerts, exhibitions, performances, recordings, and the like. Give the sponsor, occasions, dates, locations and appropriate clarifying information—“juried,” “invitational,” “solo exhibit,” or the like. Note any awards.
- Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above
- c) Works in Progress. List books, papers, or other manuscripts, completed but not yet accepted for publication, and artistic works not yet performed, exhibited, or accepted for publication. Give full information and all appropriate clarifications, as for Publications and Artistic Performances above.
- Activities > Scholarly Contributions and Creative Productions: Use **A** - Status* field to indicate state of progress; add annotations as indicated above
- d) Presentations and the Like. List any papers, lectures, and the like presented to professional bodies or in your professional capacity. Give titles, clarifying comments as needed, and occasions. Please note any that have also been listed above as publications, artistic performances, or works in progress.
- Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above
- e) Grants. List any external (non-university) grants awarded in support of your scholarship, with title of project, date and duration of funding, dollar amount, and funding agency. If you are a co-investigator on the grant, indicate the extent of your responsibility in the research project and any special relationship you hold with other investigators.
- Activities > Grants - External [or] Grants - Internal
- f) Non-Scholarly Publications. List any professionally relevant work of a non-scholarly nature, such as articles in newspapers, magazines, newsletters, or online venues.
- Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above

4. Service to the University, the Profession, and the Community

For those entering all supporting evidence in Faculty180

- a) Service to University. List committees and other service activities under the headings of Department, College or School, and University. Give dates and indicate any chair roles you have held.
- b) Service to Profession. List dates and offices held in professional organizations.
- c) Community Service. Clearly describe, with dates, any community or public service that would serve as a qualification for tenure or promotion in academic rank.

Activities > University, School, or Department Service: add annotations in the **A** - Briefly describe... and/or Comments field

Activities > Major Professional Service

Activities > Major Community Service

III. PERSONAL STATEMENT

The personal statement is separate from the annotated *curriculum vitae*. Although such a statement is not required, you may choose to explain any aspect of your career that may not have been adequately addressed in the rest of your application. The Personal Statement should not repeat or summarize materials already included in the petition, and ordinarily should not exceed 8 pages, or 2000 words. All candidates will upload the Personal Statement to Faculty180 > Personal Statement, regardless of where their supporting evidence is located.