

# **2020-2021 Tenure and Promotion Information Session**

Presented by The Provost's Office

# Agenda

1. Interfolio Training and June Academic Portfolio Workshop
2. Tenure and Promotion Timetable and Guidelines
3. Notes from the Deans Panel
4. Notes from the Department Chairs, School TAP committees, and CDFPT Panel
5. Notes from Reflections Panel from Newly Tenured and Promoted Faculty

# Interfolio & APW

## **Interfolio Training**

- A blackboard course will have all the tutorials for Interfolio.
- Candidates who send their Letters of Intent will be given access to Interfolio in April.

## **Academic Portfolio Workshop**

- Held in January and June (next one is June 1-4)
- It assigns a mentor to each participant who's outside their discipline.

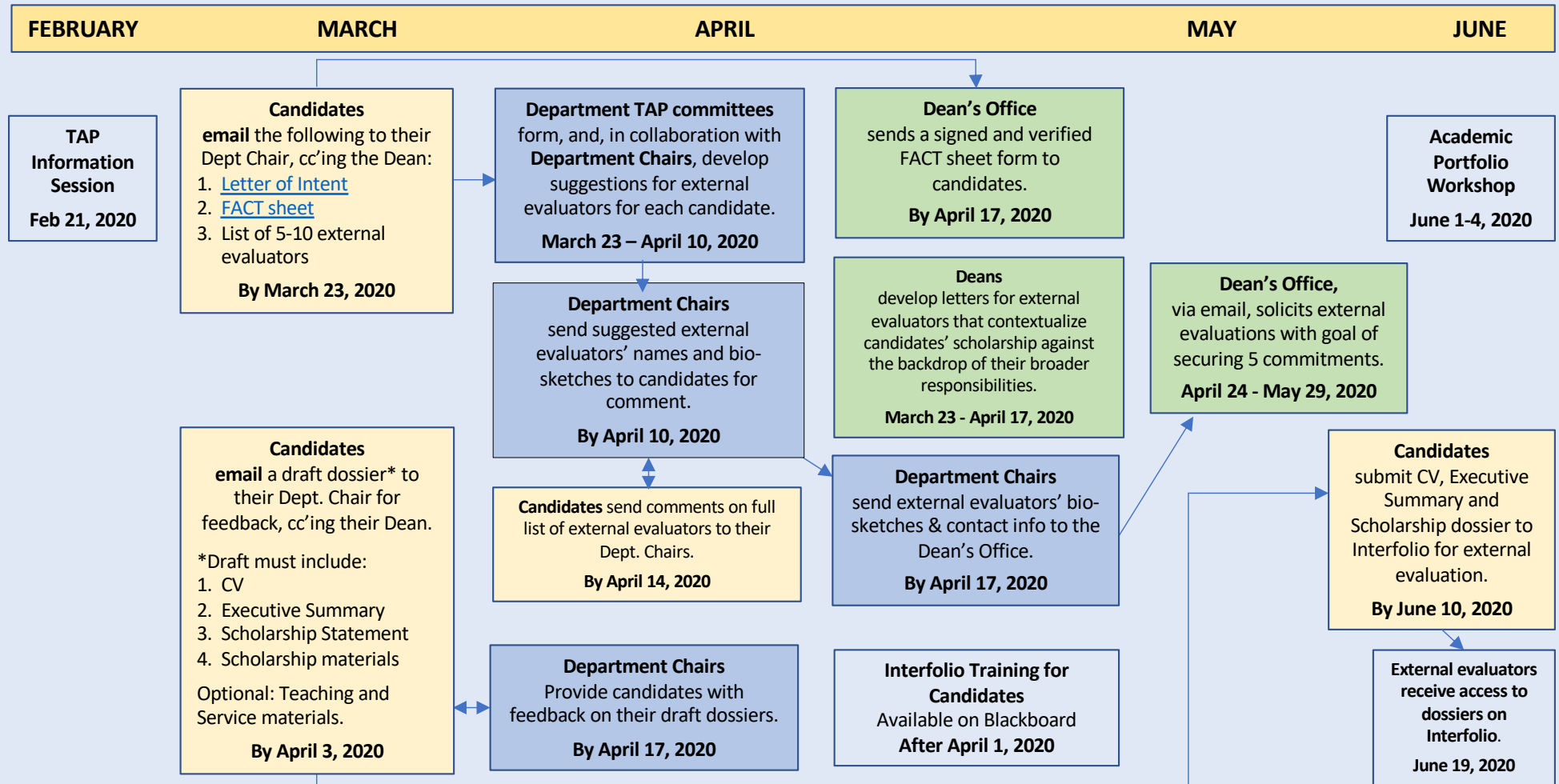
# Provost Website

Provides access to:

<https://www.pace.edu/provost/faculty/cdfpt>

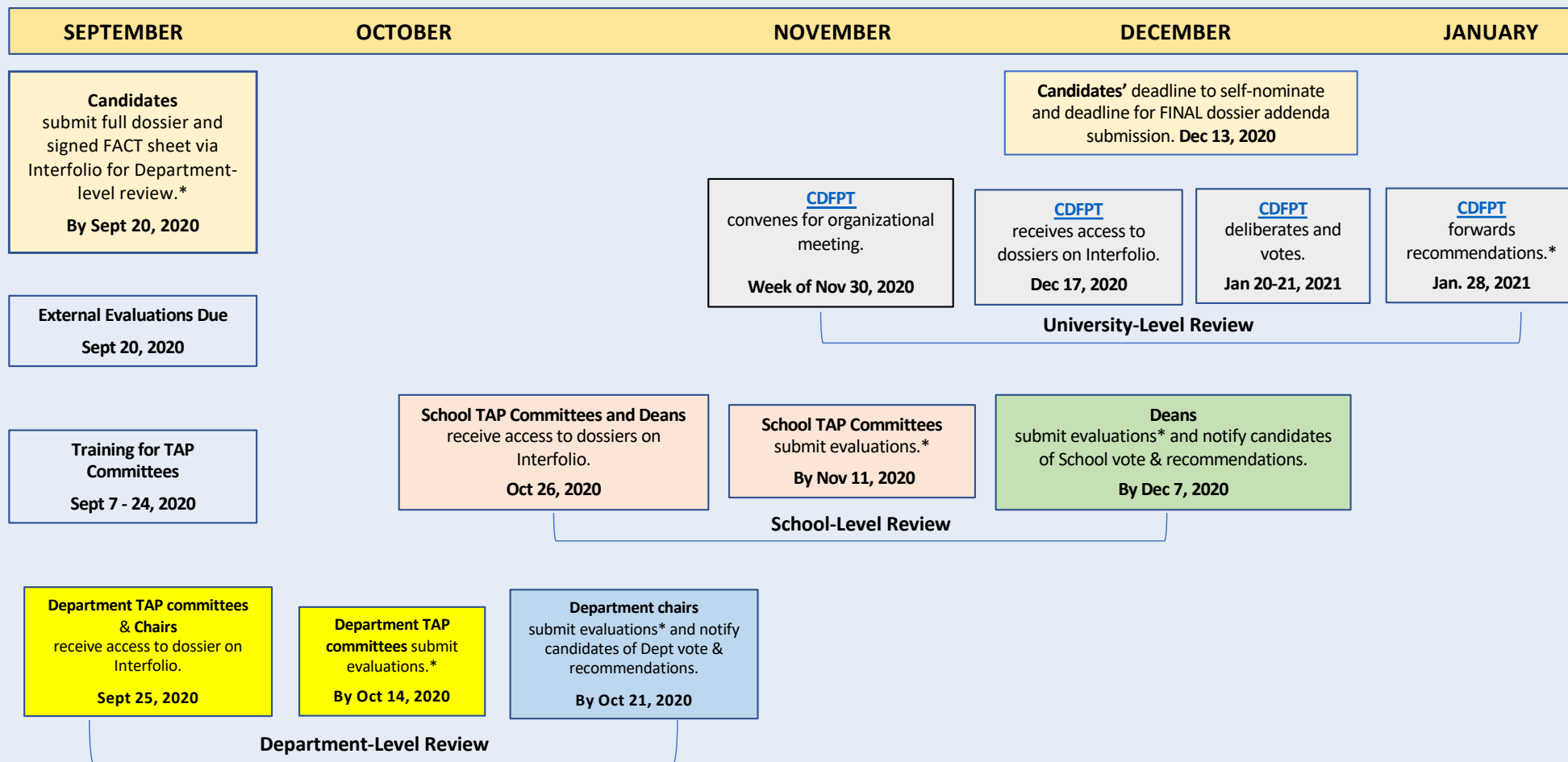
- TAP Timetable: [/summary-and-timetable-procedures](#)
- TAP Guidelines: [/promotion-tenure-guidelines](#)
- TAP Dossier Preparation: [/guidelines-dossier-preparation](#)
- Forms and Templates: [/provost/academic-policies-forms](#)

## Spring 2020: Initiation of TAP Process and Solicitation of External Reviews\*



\*See the [Guidelines document on the Provost's Office website](#) for full details regarding each component of the process.

## Fall-Winter 2020-2021: Internal TAP Review Process



\*Evaluation forms for all levels of review are available on the Provost's Office website.

# Letter of Intent Template

## Due electronically by March 23, 2020

To Provost Vanya Quinones, Pace University  
[Dean name, School] [School Representative]  
[Department Chair name, Department]

RE: Letter of Intent and list of external evaluators

Date:

From: [Faculty Name, current rank and department, email address]

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I am writing to inform you of my intent to apply for [fill in Tenure and Promotion to Associate Professor; or Tenure; or Promotion to Full Professor; etc.] in Department [name of department], [name of school] in the 20[20]-20[21] Academic Year.

I joined Pace as [fill in rank] at the [fill in department name], [name of school] in [year], earned tenure in [year, if applicable], and have been serving as [fill in current rank, if applicable] since then.

I understand that at this time I have the opportunity to suggest external evaluators of my scholarly work, and to identify specific scholars to exclude from consideration as evaluators because their evaluations might be biased.

### Note:

Email the Letter of Intent to your Chair, Dean, and School Representative.

Contact information of each school's representative:

<https://www.pace.edu/faculty-center/professional-development/tenure-promotion>

# Letter of Intent Template

## List External Evaluators

Scholars who possess the qualifications to objectively assess my scholarly dossier include: (list at least 5 names along with titles, areas of expertise and contact information)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Scholars who may be unable to provide an objective assessment of my scholarly accomplishments include: (Please provide name and contact information)

1. \_\_\_\_\_
2. \_\_\_\_\_

# TAP Dossier Preparation Guidelines

## **FORMATTING GUIDELINES**

Apply to the following documents in your dossier:

Executive Summary; Teaching Statement; Research Statement;  
Service Statement; Professional Practicum Statement.

**Heading on each page:** Last name, First initial top right corner

**Font:** Times New Roman

**Font size:** 11 PT

**Spacing:** 1.5 lines

**Page margins:** 1 inch all around

# TAP Dossier Preparation Page Limits

## SECTIONS IN DOSSIER:

- **Curriculum Vitae (CV)** – No greater than 15 pages
- **Executive Summary** – No greater than 2 pages
- **Teaching Statement** - No greater than 10 pages
- **Scholarship/Research Statement** - No greater than 10 pages
- **Service Statement** – No greater than 10 pages
- **Professional/Practicum (Optional)** – No greater than 10 pages
- **Appendices or Supporting Documents** – NO limit to the number of appendices, but each document should be no greater than 50 pages.



## **Citation Analysis Services: What can we do for you?**

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- Working with your professional publication list -- we gather statistics that are potential talking points during the tenure discussion.
- Provide context for journal rankings within a discipline.
- Deliver a more detailed analysis, beyond a GoogleScholar profile, that can help enhance your portfolio.
- Suggest and rank quality journals in your field for the purpose of future publications.

## **CONTACT US**

Greg Murphy,  
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**LIBRARIES**

# Deans Panel

## Top Tips for Dossiers

- Dean Nira Herrmann, Dyson
- Dean Neil Braun, Lubin
- Associate Dean Gerrie Colombraro, College of Health Professions/School of Education
- Dean Jonathan Hill, Seidenberg

- Demonstrate **commitment, engagement**, forward thinking.
- Demonstrate that you served as an integral part on the committees you've been on.
- Entryways: CV and the **Executive summary**.
- Executive Summary should convince committee that you deserve tenure/promotion.
- Avoid jargon.
- **Explain:** Why are you doing what you're doing? Why is it interesting? Why is it important?
- 2 things:
  - 1) your accomplishments at Pace, 2) your future goals and path.
- For promotion after tenure, service has more weight and requires more evidence.

## Chairs, TAP Committees, and CDFPT Panel

### Top Tips

- Lin Drury, Professor (Nurse Education, CHP)
- Melanie DuPuis, Professor (Environmental Studies & Sciences, Dyson)
- Theresa Lant, Professor (Management & Management Science, Lubin)
- Peter McDermott, Professor (School of Education)
- Andrew Wier, Associate Professor (Biology, Dyson)

- The dossier is **about you**, don't be afraid to say "I."
- What are the things that wouldn't have happened **if not for you**? What are your contributions?
- Don't just give the evidence; **Summarize** what it is and what it means.
- Professional Practicum – what you do professionally fuels your teaching, research, and service.
- TAP committee **considers total workload** when looking at number of publications, etc.
- Is your dossier **consistent**? Does what you say **match** your evidence?
- Peer evaluations of teaching are weighed heavily, more than student evaluations.
- **Do NOT assume things are obvious – it's better to state them.**

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- **Confidential letters of support** can speak about the contributions you make in your field, especially if you have only 2-3 publications.
- Statements are like argument essays: thesis, proposition, evidence.
- **Red flag:** When claims are made but not supported by evidence.
- If your teaching, scholarship and service **overlap:** When you send your draft to your Chair, also send questions including, where to use specific evidence.
- **Chairs** are best resource/support when candidates have questions about their dossier, etc.
- It's the candidate's responsibility. Showcase your accomplishments.
- Deans are your **advocates**. They use the executive summary.

# Reflections from Newly Tenured Faculty

## Top Tips

- Erica Johnson, Professor  
(English, Dyson)
- Angela Legg, Associate  
Professor (Psychology,  
Dyson)

- There's truly no set number of publications, grants, service. It's okay to have **your** number – own it and find a way to tell your story.
- Your Chair is very important for your review, if there's something that the upper-level committees should know, then tell the Chair.
- Throughout your years at Pace, **collect evidence** into a folder – use your Annual Review as incremental steps.
- **Mid-tenure review** is like a “dress rehearsal” for TAP.
- Provide a **Table of Contents** for each section. Critical to telling your story and showcasing its features.
- **Consider:** What are you doing for Pace students?
- Student **course evaluation data**: Present an aggregate in your teaching statement or in front of your teaching evaluations.
- Teaching dossier: Share negative student comments and how you've addressed them. **Show growth.**

**Interfolio Training**  
Available on Blackboard  
**After April 1, 2020**

Email: [Interfolio@pace.edu](mailto:Interfolio@pace.edu)

**Academic Portfolio  
Workshop**  
**June 1-4, 2020**

Email: [jwalker@pace.edu](mailto:jwalker@pace.edu)

# Questions or Comments?