

## **Preparation and Organization Promotion Files**

### **Instructions for Candidates/Department/DPC/Promotion Committee Chairs**

In accordance with the CBA, your department's promotion candidate's files are due in the Dean's office no later than **December 15**. Personnel cases are uploaded to Canvas and only the following documents should also be sent as PDFs to the Dean's office.

#### **Candidate Responsibilities:**

*Promotion candidates are responsible for uploading the following to their Canvas sites by the **September 1** deadline (materials should be in PDF format):*

- Letter of application (**must be signed**)
- Vitae
- Scholarly/Artistic Productivity
- Teaching Related Materials
- CTR's (6 years)
- Service and Contributions to University Life
- Prior Letters of recognition (signed) (not those addressed directly to the department or committee)
- Peer Observations (**signed by observer**)

#### **Department responsibilities:**

The candidate's department is responsible for uploading all other materials and forwarding the PDF files to the Dean's Office.

To make sure all necessary documents are included, please refer to the HCLAS Dean's Office personnel file check-off list before forwarding any promotion files. You will find the check-off list [here](#).

#### **Candidate's department is responsible for the following:**

Please send two PDF files organized in the following order:

**PDF #1: The following documents are both sent as part of PDF #1 to the Dean's office and uploaded to candidate's Canvas website.**

- a. Chairperson's recommendation (**must be signed with cc's to DPC/AHPC Chair, Candidate, and AAUP**)
- b. DPC/Promotion Committee recommendation (**signatures next to typed names of members\* see footnote with cc's to Department Chair, Candidate, and AAUP**)
- c. Letter of Application for Promotion (**must be signed**)
- d. Current Vita (see updated guidelines)

**Note: An adjunct representative in rank must review and sign all adjunct promotion recommendations. Adjunct representatives *should not* be included in full time cases.**

**PDF #2: The following documents sent as PDF to the Dean's office.**

- a. Index of supporting materials; template can be found [here](#).
- b. Supporting confidential documents sent specifically to the DPC/Promotion Committee, e.g., letters from students, letters from colleagues, letters from outside evaluators' responses to committee's survey, etc. (**All letters of recommendation from colleagues and outside evaluators must be signed. Students may use their Hofstra email account as a signature.**)

- c. Minutes of DPC/Promotion Committee Meetings.

**Please note: All DPC/Promotion committees must keep official minutes and include them in this folder.**

**A copy of the Chairperson's recommendation and the DPC/Promotion Committee's recommendation must be copied to the candidate and the AAUP, and chairperson and committee must cc each other as well. Please be sure to indicate the cc's at the end of each document.**

The Candidates supporting materials and the following documents are uploaded to candidate's Canvas website; **do not submit these documents with the other materials listed above:**

- a. CTRs going back six years. Please be sure to include tabulation sheets from each individual course taught by the faculty member and the department summary. CTRs should be organized in chronological order.
- b. All peer observation reports, including at least one contributed by the department chair. (FPS 46 specifies that "tenured faculty seeking promotion should be observed at least three times throughout the period preceding the promotion decision, with at least one observation in the year of application" and also that, "adjunct faculty seeking promotion should be observed in the semester of application.") **Observations should be signed by the observer.**
- c. The Department Confidence Interval summary should be used for letter writing and committee discussions. A Dean's Office CTR summary will be uploaded to the candidates Bb site on or before September 15.
- d. Please discuss the promotion procedures with the Chairperson of the DPC/Promotion Committee as soon as possible after the election has taken place in the Committee.
- e. Please discuss the guidelines for vita preparation with all candidates in a timely fashion. Guidelines can be found [here](#). This will assist them in the organization of materials for presentation to the DPC/Promotion Committee. The organization of letters of recommendation, as well as all confidential materials is, however, the responsibility of the DPC/Promotion Committee and the Department Chair.

***Any deadline that falls on a weekend or administrative holiday will be moved to the next full business day after the deadline.***

**\* CBA Article 5.1.7: Where a signature or written consent is required by the provisions of this Agreement, a person may provide their signature or written consent (or non-consent) by email, provided that the e-mail shall originate from the sender's Hofstra email account.**

The person responsible for collecting the signatures shall maintain the record of the email consents (or dissents). Please indicate on the signature page the names of the persons from whom email consents (or dissents) have been obtained.

Please do not attach the e-mails to the document. The record of emails should be uploaded to the candidate's Canvas site.