

PROMOTION & TENURE COMMITTEE

August 31, 2020

To: UOG Faculty

From: Dr. David Gugin, P&T Chair

Subject: Solicitation of Applications for Promotion or Tenure or Both

The Promotion and Tenure (P&T) Committee for Academic Year (AY) 2020-2021 is ready to accept applications for Promotion or Tenure or both from August 31, 2020. Although applications and all required materials may be submitted at any time (during the academic year) after the Committee has issued the call for applications, only those completed applications received by the UOG Human Resources Office (HRO) on or before close of business (5pm) December 18, 2020 (end of the Fall 2020 semester) are guaranteed a final recommendation by the Committee by the end of the Spring 2021 semester, May 21, 2021. Additionally, all completed application packages received by the HRO no later than 5pm on the last day of the Spring 2021 semester (May 21, 2021) shall be guaranteed a Committee recommendation before the end of the following Fall Semester (December 17, 2021), as specified in the 2018 BOR/Faculty Union Agreement. **Please note: all applications must be submitted to HRO electronically via OneDrive. Only applications delivered via OneDrive will be accepted by HRO.**

A Faculty member is considered for Promotion and/or Tenure by self-application only. A separate application form should be completed for each action requested. Promotion and Tenure administrative procedures are specified in the 2018 BOR/Faculty Union Agreement. The UOG “Revised Comprehensive Faculty Evaluation System Document” (CFES) approved by the Board of Regents on December 16, 1999, provides the evaluative framework for promotion and tenure recommendations made by the P&T Committee. The CFES document of 1999 remains the second defining document (the Agreement being the other) until any proposed revisions are approved by the Board of Regents (BOR).

Faculty should check their eligibility, requirements, and criteria for promotion and/or tenure by carefully reading the sources noted above and consulting their School, College or Unit Administrator: Dean, Director or Executive Director.

As specified by the 2018 BOR/Faculty Union Agreement, the completed application package shall include:

- (1) an application form available from the HRO indicating what action is being requested and what roles are to be evaluated in support of the requested action(s);
- (2) a signed statement authorizing access to the applicant's Official Personnel File by members of the Committee;
- (3) a comprehensive statement elaborating the applicant's roles;
- (4) documentation supporting the comprehensive statement, including an up-to-date CV;
- (5) all CFES Plans since the date of last promotion or date of initial tenure-track hire, whichever applies;
- (6) the appropriate Administrator's annual CFES evaluative letters since the last promotion or date of initial tenure-track hire, whichever applies; and
- (7) a list of no fewer than five (5) persons from whom the Committee shall seek recommendations. The Committee recommends that applicants choose referees carefully and provide them with a copy of their comprehensive statement and CV for their referees' reference. Applicants' **Dean, Director or Executive Director should not be on this list.** He or she will be contacted separately by the P&T Chair.

This list of names shall include at least two (2) current members of the applicant's Unit (U). At least one (1) of those two (2) names shall be a current member of the applicant's academic discipline (D) at the University of Guam, except where the applicant is the only member of that academic discipline.

Generally, it is recommended that applicants choose an appropriate mix of on-campus letter writers, external letter writers, and student writers. **No more than 9 letter writers should be included.**

All letter writers will be notified by the P&T Chair, and only by the P&T Chair (not the applicant), when they should email their letters to HRO and what their deadline for submission will be. No letters should be emailed to the P&T Chair. No hand-delivered or regular mail letters will be accepted by HRO.

Forms & Related Reference Materials

In an effort to support UOG's "Green Efforts," the appropriate forms and related documents are available on the UOG website: <https://www.uog.edu/administration/academic-and-student-affairs/faculty-forms.php>

Delivery of P&T Application Materials

As noted, all applications will be delivered via OneDrive to HRO. Only applications delivered via OneDrive will be accepted by HRO. The OneDrive submission should be addressed to

esoriano@triton.uog.edu (Ms. Eliza Soriano)

emrosario@triton.uog.edu (Ms. Evelyn Rosario)

Please note:

- All communication with the Committee is to be conducted through the Chair.
- To facilitate communicating requests for Letters of Support from the list of referees (#7 above) applicants must e-mail an accurate and complete copy of the list, as a Word Document, to the Committee Chair: Dr. David Gugin: dgugin@triton.uog.edu after submitting their application packet.
- In addition, applicants should email their comprehensive statement, as a Word Document, to the Committee Chair: Dr. David Gugin: dgugin@triton.uog.edu after submitting their application packet.

Comprehensive Faculty Evaluation System (CFES)

The 1999 UOG CFES document approved by the Board of Regent provides a framework for promotion and tenure recommendations and decisions. Annual performance evaluations by the appropriate administrative supervisor of the College/School/Unit and evaluations by peers shall constitute important evidence of the quality of a faculty member's performance. Under no circumstances will a faculty member be granted promotion or tenure without clear documentation of excellent performance in his or her primary role (CFES) or University Policy Manual.

Furthermore, the CFES document emphasizes the need for excellence in collegiality, stating: "When evaluating any of the faculty roles, collegiality will also be considered in relation to that role." Criteria for Roles as stated in the CFES will be used to evaluate performance. The P&T Committee members will also use the sections in the CFES dealing with "Role Activities," "Possible Elements of Evidence," and "Professional Commitment and Responsibility" to assist them with their evaluation.

Please note that the applicant is expected to provide the following (as appropriate):

- only material/evidence for the period under review as per the Agreement and CFES;

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Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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- supporting evidence for all endeavors being reviewed including verification of roles by co-investigators or co-authors;
- all student evaluations (including both the course rating and student comments) for all courses taught in the appropriate folder by the applicant; and
- evidence of appropriate approval from the IRB/Committee on Human Subjects (CHRS) or Institutional Animal Care & Use Committee (IACUC) for any (faculty) research conducted with human subjects or animals as specified in the UOG Policy manual.

P&T OneDrive Preparation

The ideal P&T application package is reader-friendly, well-organized, well-conceptualized, well-documented with concise evidence germane to the applicant's roles. Please refer to both the Agreement and the CFES. Applicants are advised to have one (and only one) folder for each role. Generally, this means a total of 3 well-organized folders. Almost all of the best application packages have been those organized according to the CFES criteria.

A fourth folder containing Dean/Director/Executive Director's annual evaluations and applicants' annual CFES Plans, CV, comprehensive statement, official HRO application form with list of letter writers, reappointment (continuing employment) letter and other related documents is also necessary.

Finally, applicants are advised to remove student names from student work included in the packet (**do not** submit student work with student names on them). Any student work that is submitted must provide appropriate protections for the individual student. Other areas for consideration have been noted earlier.

Notification of Dean/Director/Executive Director

The faculty applicant shall notify his or her appropriate Administrator, in writing, that he or she has applied for promotion and/or tenure (BOR/Faculty Union Agreement).

Assistance for individuals with disabilities is available upon request from the ADA Office (671) 735-2244 or Telephone Device for the Deaf (TDD) (671) 735-2243.

The P&T Committee looks forward to reviewing your completed application. Please consult the BOR/Faculty Union Agreement regarding eligibility and procedures, and the CFES for criteria.