

PROMOTION & TENURE COMMITTEE

Date: **November 20, 2023**

To: **UOG Faculty**

From: **Dr. Jason Vest, Promotion & Tenure Chair**

Subject: **Solicitation of Applications for Promotion and/or Tenure (Fall 2023)**

Call for Applications

The Promotion & Tenure (P&T) Committee for Fall 2023 is ready to accept applications for Promotion and/or Tenure **from November 20, 2023**.

Closing Date & Time

Applications and all required materials may be submitted at any time during the Fall 2023 semester after the Committee has issued the call for applications.

However, only those completed applications received by the UOG Human Resources Office (HRO) on or before the close of business (**5pm Friday, December 15, 2023** (the end of Fall 2023 semester) **will be guaranteed a Committee recommendation before the end of the following Spring Semester (Friday, May 17, 2024)** as specified in the 2018 BOR/Faculty Union Agreement.

OneDrive Submissions Only

Please Note: All applications must be submitted to HRO electronically via OneDrive. Only applications delivered via OneDrive will be accepted by HRO.

Promotion & Tenure Requirements

A Faculty member is considered for Promotion and/or Tenure by self-application only. Please note that **a separate application form should be completed for each action requested**.

All Promotion & Tenure administrative procedures are specified in [the 2018 BOR/Faculty Union Agreement](#) (see Article V, Section J, Pages 20-33).

Faculty members should check their eligibility, requirements, and criteria for promotion and/or tenure by carefully reading the relevant sections of the 2018 BOR/Faculty Union Agreement and consulting their School, College or Unit Administrator: Dean, Director, or Executive Director.

Promotion & Tenure Requirements (Cont'd)

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 Letters of Support. The Committee recommends that applicants not only choose their referees carefully but also provide those referees with a copy of the comprehensive statement and CV for their reference.
 - 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.

Promotion & Tenure Requirements (Cont'd)

Final Note: Applicants **need not list their Dean, Director, or Executive Director** in their Letter of Support roster. He or she will be contacted separately by the P&T Chair.

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/resources/files/administration/PT-Application-Packet.pdf>.

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:

dylujan@triton.uog.edu (Ms. Donna Lujan)

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. Jason Vest: jvest@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. Jason Vest: jvest@triton.uog.edu after submitting their application packet.

Comprehensive Faculty Evaluation System (CFES)

[The 1999 UOG CFES document](#) approved by the Board of Regents on December 16, 1999, provides a framework for promotion & 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.

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

Comprehensive Faculty Evaluation System (CFES) (Cont'd)

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 document dealing with “Detailed Role Activities” and “Possible Elements of Evidence” (see Appendix I, Pages 14-25), as well as the “Professional Commitment and Responsibility” section (see Appendix II, Pages 26-30) 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;
- Supporting evidence for all endeavors being reviewed, including verification of roles by co-investigators and/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, and well-documented with concise evidence germane to the applicant’s roles and endeavors. Please refer to both the Agreement and the CFES document. Applicants are advised to have one (and only one) folder for each role. Generally, this means a total of 3 well-organized folders. Nearly all 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 the applicant’s annual CFES Plans, CV, comprehensive statement, official HRO application form(s) 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 (in other words, **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, per the BOR/Faculty Union Agreement (see Page 23).

ADA Assistance

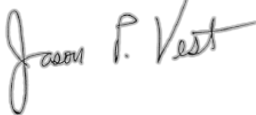
Assistance for individuals with disabilities is available upon request from the ADA Office (671) 735-2460 or Telephone Device for the Deaf (TDD) (671) 735-2243.

Final Comments

Once again, please consult [the BOR/Faculty Union Agreement](#) regarding eligibility and procedures, and [the 1999 CFES document](#) for criteria pertaining to all roles and endeavors.

The P&T Committee looks forward to reviewing your completed application.

On behalf of the Committee,



Jason P. Vest
Chair

jvest@triton.uog.edu