

Faculty Preparing for Promotion and Tenure Loyola University Chicago

February 5, 2024



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PURPOSE OF THIS WORKSHOP

Provide general information about the promotion and tenure process at Loyola University Chicago

Address questions about the promotion and tenure process

Introduce the Interfolio RPT platform for all university review, promotion, and tenure processes



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LUC Faculty Handbook

Criteria for the granting of promotion and tenure at Loyola are based on **excellence in teaching, research/scholarship (including artistic accomplishment), professional practice (if applicable), service** to students and Loyola, and other relevant **professional contributions** (45)



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Understand your Department/School Criteria

- Review your appointment letter
- Talk to your Department Chair/Associate Dean/Dean
- Obtain a copy of your department's/school's requirements
 - Review them carefully and discuss them in relation to your own scholarship, teaching, and service during the annual review
 - Faculty follow the guidelines that are approved when they start
 - If guidelines are revised during the probationary period, faculty have a choice to follow the initial guidelines or the new guidelines. Please discuss this with your Chair and/or Dean
 - The guidelines you follow will be submitted with your dossier.



Service/Leadership

1. **Mentoring** (undergraduate and graduate)
2. **Holding office** in a professional organization, organizing conferences or sessions, chairing sessions, and membership on a committee, task force, or board.
3. **Editorial or referee activities** (e.g., editing a professional journal; reviewing manuscripts; serving as an external reviewer for promotion, tenure, or scholarship applications).
4. Serving as a team member on a **program review** (accreditation or certification).
5. Serving on the department, school, or disciplinary **committees**
6. Chairing and/or serving on **search committees**
7. Participation in **student recruitment** events
8. **Community engagement** activities (discipline-related)
9. **Community outreach** (e.g., discipline-related work in public education or awareness; referee work for community museums, galleries, publications, or competitions; discipline-related work with local schools; serving on local task forces or boards).
10. **Consulting work** or technical advice that benefits the University, School, and/or discipline.
11. **Media** contributions and public communication (demonstrated disciplinary expertise)



Teaching

- Traditional classroom instruction
- Online instruction
- Directing independent studies (undergraduate and graduate)
- Supervising internships/field work (undergraduate and graduate)
- Chairing graduate student theses and dissertations and serving on dissertation and thesis committees
- Curriculum development
- Program development
- Student evaluations
- Peer observations
- Professional Development

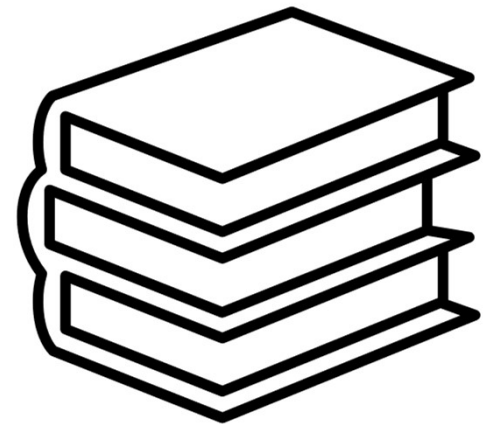


Scholarship

- Peer-reviewed journal articles
- Peer-reviewed scholarly books
- External funding
- Scholarly book chapters
- Presentations

*****will vary by discipline/field**

Check Your Departmental/School Guidelines



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Begin Immediately



- Collect evidence of your teaching, research, and service activities.
 - You can also request documentation for service (e.g., thank you for your service on a committee)
- Keep a file for all your evidence so it can be easily retrieved and organized later.
 - Keeping Interfolio F180 updated is a great strategy to use.
- Keep everything
 - as the dossier develops, you can determine what documentation best illustrates your teaching, research, and service accomplishments.

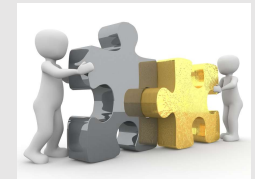


Seek Out Mentors

- Seek multiple mentors, such as peers who are in the same situation as you
- Seek associate professors who still have a perspective of and proximity to what the complete dossier preparation process is like (e.g., activities in which to engage before, during, and after developing and preparing the annual dossier)
- Seek mentors who have years of experience and wisdom (e.g., ask to see their exemplary dossiers)

Resources from CFE

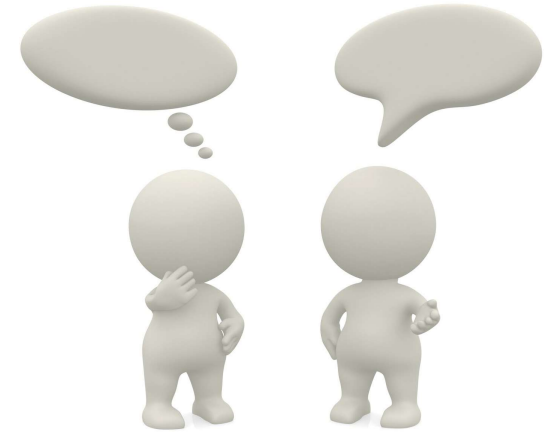
- PMC circles
- Faculty advocates



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Consult

- Consult at all stages of your dossier preparation (i.e., before, during, and after).
- Consult within your department, across your college/university, and outside your college/university.
- When you have questions, ask.



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Promotion and Tenure Timeline

March/early April

- Meet with Chair/Associate Dean/Dean to discuss external reviewer selections (Associate/Full)

April/May

- Upload CV and research materials for external review to Interfolio RPT (Associate/Full) [Lakeside]
- Upload P&T dossier to Interfolio [Parkinson and Nursing]

August

- SSOM upload P&T dossier to Interfolio RPT

September

- Upload P&T dossier to Interfolio RPT (see your guidelines for specific date) [Lakeside]

December- February

- File is reviewed by URTC and Graduate School*
 - *applicable if faculty member is in graduate program in Graduate School or if faculty member has graduate faculty status

Mid-March

- Notification from the Office of the Provost



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P&T Internal Review Process

- Department Rank and Tenure Committee Review (if applicable)
- Department Chair Review (if applicable)
- School/College Rank and Tenure Review (TT faculty)
- Dean Review
- Graduate School (TT faculty, if applicable)
- University Rank and Tenure Committee (December-January review period) - (TT faculty)
- Provost



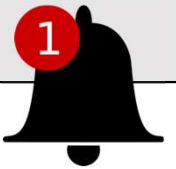
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P&T Notification Process

- A faculty member shall be informed of the decision made at the departmental and school/college levels after recommendations are made at each of these two levels.
- A faculty member has the right to proceed to the University Rank and Tenure Committee with a request for promotion or tenure even if the request does not receive the support of those charged with reviewing and making a recommendation on it.
- A faculty member may voluntarily withdraw from the promotion or tenure process at any time. A request for withdrawal from consideration for tenure during the year in which the tenure decision must be made will be treated as a resignation from the faculty, although that resignation will be effective at the conclusion of the following academic year. (47)

Faculty Affairs Resources:

[Faculty Handbook](#)



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Reconsideration

A faculty member may request reconsideration by the University Rank and Tenure Committee of any recommendation it has made affecting the faculty member.

If reconsideration is granted, the Rank and Tenure Committee will take appropriate action, including (but not limited to) referring the matter to the official or body which made the initial adverse decision or recommendation. The purpose of reconsideration is to provide faculty members with the opportunity to respond to decisions that adversely affect them. Requests for reconsideration must be made in writing **within 60 days** after a faculty member receives official notice of a decision from the Senior Academic Officer. This request must be sent to the Senior Academic Officer



Appeal

The Faculty Appeals Committee...has the authority and the responsibility to review certain decisions of the Senior Academic Officer which have been appealed in writing to the President by the faculty member involved and which have not gone through the Faculty Grievance Procedure (59)



Questions and Answers



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Q & A

Questions regarding the *External Review Phase*:

What materials are needed for the external review phase?

How does the process of selecting external reviewers typically work?

Tips for identifying external reviewers?

What are some things to consider with the tenure letter writers?

Answers:

Materials to submit for external review are determined and delineated in your department/program/unit level guidelines.

To determine how to select external reviewers, please consult your department/program chair and/or Associate Dean.

One tip to help identify external reviewers is to keep track of people who are following your work (e.g., people who are citing your work, journal editors).



Q & A

Questions regarding *Teaching*:

How much weight is given to student evaluations of teaching versus other evidence of teaching performance?

Are awards in teaching important criteria for the promotion?

Answers

The evaluation of evidence is holistic, so rather than considering how much one type of evidence weighs over another, please consider how you reflect on/respond to any challenges or negative feedback regarding your teaching.

You should always include awards (including nominations) as it contributes to demonstrating excellence in teaching. With that being said, most faculty do not receive teaching awards. Again, the evaluation is holistic and not reliant on one type of evidence.



Q & A

Answers

Questions regarding *Research*:

If you are publishing journal articles and books, how important are smaller things like doing book reviews?

How much do I need to publish to get tenure? How do you go about getting that specific info for your department or School?

Are awards in research important criteria for the promotion?

Please consult your department/program/unit guidelines on materials to include in your dossier.

Please note that tenure and promotion guidelines typically include the minimum number of publications required to earn tenure and promotion (especially Assistant to Associate). Try to aim for publishing more than the minimum to provide you with some cushion just in case you have publications that take longer than expected to move through the publishing process.

To learn about your department/program/unit level criteria, please consult your chair and/or Associate Dean.

You should always include awards (including nominations) as they contribute to demonstrating excellence in research. With that being said, most faculty do not receive research awards. Again, the evaluation is holistic and not reliant on one type of evidence. *We assume this question does not include grants.*

Q & A

Answers

Questions regarding *Tenure and/or Promotion Process*:

Is promotion a process that goes separately from tenure?

What metrics are most important at the College and Higher levels and how do they relate to department metrics?

How much does the overall decision of the college to promote or not to promote a professor hinge on the recommendation of the department?

If your department's TT guidelines have been updated since your hire - how do you decide which ones to go by? Who can you discuss it with?

Assistant Professors earn tenure and promotion. These processes are connected. Tenure reflects the indefinite contract, while promotion changes the rank (i.e., Asst. to Assoc.). For Assoc. to Full, there is only promotion because the faculty member is already tenured.

Your department/program guidelines are used across all levels of review (i.e., School/College, University). Interpretation of guidelines across levels can vary, but one goal of URTC is to ensure evaluations at all levels are consistent with department/program guidelines.

Ideally, you want to aim for unanimous, positive decisions at each level. You have developed a dossier that clearly meets or exceeds the standards in the guidelines.

“If changes are made to promotion and tenure guidelines, the new guidelines will be applied to newly-hired faculty, except that faculty hired when the previous guidelines were in effect may choose to be considered under the new guidelines. The new guidelines will, however, be applied to tenured faculty who are considered for promotion five years or more after a change in guidelines is approved by the appropriate college and university officials” (Faculty Handbook, p. 46). Please consult chair and/or Associate Dean.

Q & A

Answers

Questions regarding *Tenure Portfolio Materials*:

What goes into the tenure portfolio?

What are required vs. optional materials for a tenure package?

What documents are required/ desirable?

How do you originate a request for tenure consideration as NTT?

Department/program/unit guidelines determine the materials to include in your portfolio.

NTT faculty cannot earn tenure; however, you can contact your School/College regarding the promotion process, if available. If you are interested in moving from a NTT to a TT position, you should consult your Dean.



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Q & A

Answers

Questions regarding *Time between Mid-Tenure Review and Promotion/Tenure Review:*

What activities can I do that are especially valuable for tenure and promotion? (apart obviously from a strong research program)

What differences are there between the mid-tenure materials to the tenure portfolio?

How do you request an extension of your tenure clock?

Please consult earlier slides that provide an overview of teaching and service activities to consider for your dossier

Mid-Probationary Review: “The mid-probationary review should normally include an evaluation of teaching effectiveness, as well as success in research/scholarship, professional practice(if applicable) and participation in service and in educational advising” (Faculty Handbook, p.44).

The Mid-Probationary Review is a reflection point in the tenure and promotion process. It gives you time to get feedback on your progress and make adjustments to improve your progress towards tenure and promotion.

Request for Extension: “A faculty member should submit a request for the extension of the probationary period for tenure to their departmental chairperson, or academic supervisor, and their dean, for recommendation, no later than the beginning of the academic year following the onset of the circumstances that first trigger the need for an extension” (Faculty Handbook, p. 48).

Q & A

Answers

Questions regarding *Process for Seeking Promotion to Full:*

Could you mention something relevant to promotion to Full Professor?

What is the appropriate timing for making the decision to go up for Promotion to Full Professor, after promotion to Associate Professor?

For tips and perspective on promotion to Full Professor, please watch the webinar of the Associate to Full Professor panel [here](#). You will need your UVID and password to login.

Four videos are available via National Center for Faculty Development and Diversity on "Preparing Your Dossier for Promotion to Full Professor." For more information, go to facultydiversity.org or email Faculty_Develop@luc.edu.

To help inform how Faculty Affairs can provide more support on promotion to Full Professor, please complete the Annual Faculty Climate Survey. Survey is open now through Feb. 13th. Everyone should have received a link via email.

Timing: "A faculty member may be considered for promotion to higher academic rank and/or tenure after a minimum number of years of service in accordance with the guidelines of their school, college, or department" (Faculty Handbook, p. 48)

Beyond timing, please consider your level of service and national recognition in the field and leadership to determine when to seek promotion to Full Professor.

Q & A

Questions regarding *Moving Up Early*:

I am interested in understanding University norms/attitudes about applying for tenure ahead of schedule (assuming supported by chair and Dean).

Answer

Applying for tenure early is allowed, but it is rare.

“A faculty member may be considered for promotion to higher academic rank and/or tenure after a minimum number of years of service in accordance with the guidelines of their school, college, or department. *Exceptional early cases may be permitted in accordance with these guidelines*” (Faculty Handbook, p. 48).

If you decide to seek tenure and promotion early, it is important to make sure that you, your Chair (if applicable), and Dean have all addressed why this case should be considered early.



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Q & A

Questions regarding *Interfolio*:

My schedule is to submit my materials this summer for review AY24-25, when will I get access to Interfolio?

Answer

Faculty Affairs will request Schools/College send names of faculty who are applying for tenure and/or promotion in March/April. Once we receive those names, we will create Interfolio cases and open them to faculty.

We will now transition to Interfolio.



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Walk Through of Interfolio RPT




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What is Interfolio RPT?

- Online tool for faculty under review to tell their story
- Enable committees to conduct efficient, fair digital evaluations of faculty
- Provide academic leadership with a consistent source of reliable information about all faculty evaluations



Step 1. Log into Interfolio RPT when you receive an email from the system



Sign In

Sign in with email

Email *

Password *

[Sign In](#)

[Forgot your password?](#)



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Step 2. Upload materials for external evaluations, tenure track faculty

Expand All Collapse All Download Share Settings Move

Materials for External Evaluations Unlocked Lock

Please upload the requirements below for External Evaluations.
This section is due in advance of the rest of your packet.

CV 1 required Add File

Title	Details	Actions
<input type="checkbox"/> CV	Submitted by LUC Candidate Apr 23, 2021	Edit

Personal Statement 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Personal Statement	Submitted by LUC Candidate Apr 23, 2021	Edit

Publications 3-5 required Add File

Title	Details	Actions
<input type="checkbox"/> Publication 1	Submitted by LUC Candidate Apr 23, 2021	Edit

Prej



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Uploading materials: files

Add Candidate Documents

1+ Required

Screenshot 2024-01-19 at 12.38.15 PM

[Choose Existing](#) [Add New File](#)

[All Materials](#) [Packets](#)

Search

All



Uploading materials: link to online video

Add File ✕

Upload Video Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *

URL *

Description ⓘ



Uploading materials: link to webpage

Add File ✕

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

URL *

Description ⓘ



Step 3. Upload materials for internal review

▼ Candidate Documents Unlocked Lock

The requirements within this section should be submitted in [VIEW GUIDELINES PER SCHOOL AND CONFIRM INSTRUCTIONS HERE]

Updated CV, in approved format 1 required Add File

No files have been submitted.

Personal Statement 1 required Add File

No files have been submitted.

Peer Review Evaluations 3+ required Add File

No files have been submitted.

Student Evaluations 1+ required Add File



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Some Time Saving Tips for Preparing and Uploading Materials

(A) You can upload files to **Interfolio Dossier** at any point to collect files you will want to use in your P&T cases.

(B) If you have already done a promotion or review in Interfolio RPT, you can upload those **packets** to your new case.



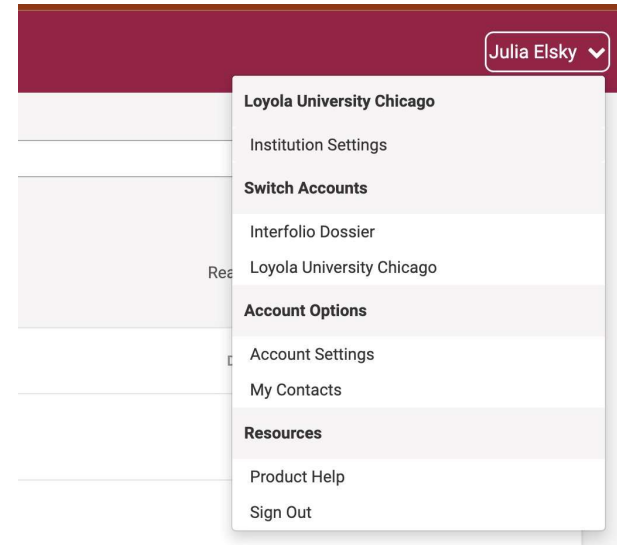
What is Interfolio Dossier?

- Interfolio Dossier is a free tool that helps scholars to collect, organize, and send out evidence of their academic excellence.
- Any files you add to your Interfolio RPT packets automatically get uploaded to your Interfolio Dossier.
 - Documents uploaded to Interfolio Dossier are not automatically uploaded to your packets for your case.
 - Documents uploaded to F180 (annual review) do not get added to Interfolio Dossier



How do I access Interfolio Dossier

- Log in to Interfolio
- Click on your name in the upper right corner
- Select “Interfolio Dossier”



Dossier Homepage

interfolio
from Elsevier

Virginia Apgar

Home
Deliveries
Letters
Materials
Collections
Shared with Me

Dossier

Deliveries	My Letters of Rec.	Letters to Write
9 in progress	7 not received	1

VA Virginia Apgar
M.D. - Doctor of Medicine
Columbia University

A Dossier Deliver subscription includes quality checks on all letters of recommendation and 50 deliveries.

[Upgrade Now](#)

Materials: Upload and manage your materials to use in Interfolio RPT.

For P&T, please ignore Deliveries, Letters, and Collections. You will not handle any external evaluations, and those all occur in Interfolio RPT.



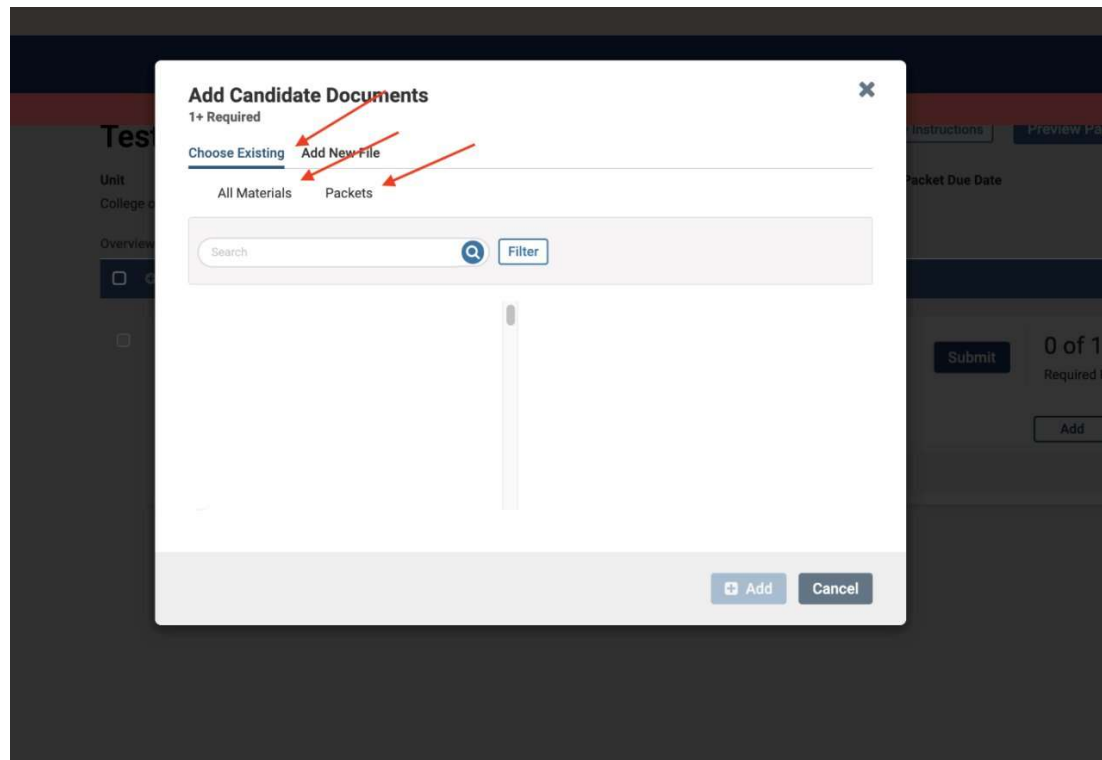
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(B) How to Add Materials from a Previous Packet

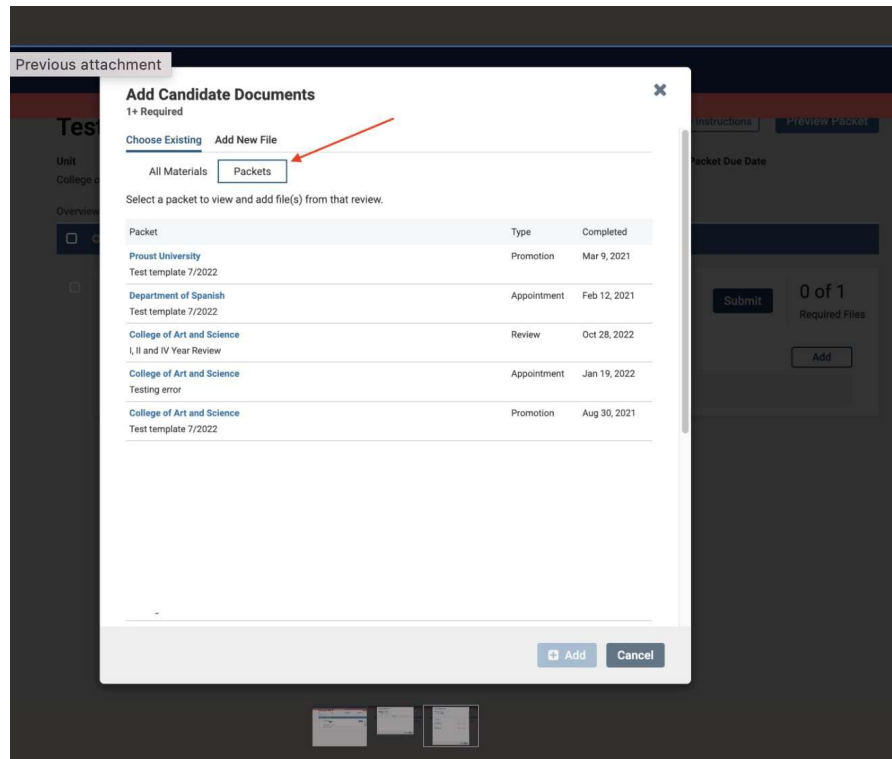


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Select "Choose Existing" and then "Packets"



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Your previous packets will be listed, and you will have the option to pull materials from them.



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Step 4. After uploading all materials, **submit** packet. Click on the checkboxes, then click the Submit button.

The screenshot shows a web interface with a navigation bar at the top containing 'Overview', 'Packet', and 'Shared Committee Files'. Below the navigation bar is a blue bar with buttons for 'Preview Sections', 'Submit Sections', 'Expand All', and 'Collapse All'. The main content area displays a list of sections:

- Faculty Activity Reporting Vita**: Submitted, Unlocked. A red circle labeled '1' highlights the checkbox.
- Candidate Requirements**: Due: Jan 12, 2022 | Submitted, Unlocked. A red circle labeled '2' highlights the 'Submit' button.
- Teaching/Scholarship of Teaching**: Submitted, Unlocked.

Each section has a 'Preview' button and a 'Submit' button. The 'Candidate Requirements' section also shows '1 of 1 Required Files' and the 'Teaching/Scholarship of Teaching' section shows '2 of 2 Required Files'.



Step 5. Celebrate submitting the packet!



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Interfolio RPT Support

- For technical support, please contact Interfolio's Support team: help@interfolio.com or (877) 997-8807
- For questions about candidate cases, adding/managing users, and academic unit templates, please contact: Interfolio@luc.edu



Loyola's Interfolio Support Website

The screenshot shows the top navigation bar of the Office of the Provost website. The main header is dark grey with the text 'Office of the Provost' in white. To the right is the Loyola University Chicago logo. Below the header is a horizontal menu with items: 'ABOUT US', 'CURRICULUM & RESEARCH', 'STUDENT ACADEMIC SERVICES', 'RESOURCES', and 'FACULTY AFFAIRS'. Below the menu is a breadcrumb trail: 'LOYOLA UNIVERSITY > ACADEMIC AFFAIRS, DIVISION OF > FACULTY AFFAIRS > REVIEW, PROMOTION AND TENURE > INTERFOLIO'. The main content area has a large heading 'Interfolio' and a sub-heading 'Review, Promotion, & Tenure'. The text describes the Interfolio RPT platform and its companion F180 platform. A red button labeled 'LOGIN TO INTERFOLIO' is at the bottom. On the right side, there is a 'FACULTY AFFAIRS' sidebar with a list of links: 'FACULTY INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD', 'PROMOTION AND TENURE GUIDELINES', 'INTERFOLIO', 'UNIVERSITY RANK AND TENURE COMMITTEE', and 'FACULTY APPEALS COMMITTEE'. At the bottom right of the page is the Loyola University Chicago crest and the motto 'AD MAIOREM DEI GLORIAM'.

Office of the Provost

LOYOLA UNIVERSITY CHICAGO

ABOUT US CURRICULUM & RESEARCH STUDENT ACADEMIC SERVICES RESOURCES FACULTY AFFAIRS

LOYOLA UNIVERSITY > ACADEMIC AFFAIRS, DIVISION OF > FACULTY AFFAIRS > REVIEW, PROMOTION AND TENURE > INTERFOLIO

Interfolio

Review, Promotion, & Tenure


Interfolio's Review, Promotion, & Tenure (RPT) platform is a secure online system used to facilitate faculty reappointments, promotion, and appointments to tenure. This system allows for the collection and organization of the documents specific to these processes, and provides secure access to faculty reviewers.

RPT is used alongside of a companion platform by Interfolio, called Faculty180 or F180. F180 is a faculty activity tracking system and annual review platform. In the future, F180 activity records will be available in RPT for tenure/promotion reviews. Both Interfolio platforms are accessible using the link below.

[LOGIN TO INTERFOLIO](#)

FACULTY AFFAIRS

- FACULTY INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD
- PROMOTION AND TENURE GUIDELINES
- INTERFOLIO
- UNIVERSITY RANK AND TENURE COMMITTEE
- FACULTY APPEALS COMMITTEE



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