

2025-2026 Archivum Tenure & Promotion Application

Work Flow and Submission Deadlines for Candidate and Unit

| Window for Work | Deadline | Performed by | Task | Notes on Task |
|--|-----------------|----------------------------|--|--|
| May-July | July 18 | Candidate | Must complete Teaching Section and check "Ready for Summary of Teaching" | This action sends an email message to Chair/Director. |
| May-July | July 18 | Candidate | Must complete Research Section and check "Ready for Analysis of Publications" | This action sends an email message to Chair/Director. |
| May-July | July 18 | Dept/School Liaison | Must ensure completion of "Annual Assignment and Evaluation" section | This involves 1) reviewing pre-populated data and addressing any errors; 2) for any annual evaluations that do not automatically populate, create pdfs and upload them to the Evaluation section of the application. |
| As soon as Chair/Director receives email | August 4 | Chair/Director | Must summarize teaching; if Candidate did not have a teaching assignment, upload a statement to this effect | The application cannot move forward to Candidate submission or Dept/School review without this section completed and DocuSigned by Chair/Director. |
| As soon as Chair/Director receives email | August 4 | Chair/Director | Must assess quality of research outlets and venues; if Candidate did not have a research assignment, upload a statement to this effect | The application cannot move forward to Candidate submission or Dept/School review without this section completed and DocuSigned by Chair/Director. |
| As soon as all items above are complete | August 11 | Candidate | Must click the "Submit for Quality Review" button | This sends entire application to Associate Dean for Quality Review step. |
| August 11-22 | August 22 | Candidate & Associate Dean | Confer on any changes or additions needed | |
| From start of Quality Review | August 22 | Associate Dean | Completes Quality Review; gives approval via email to Candidate to hit "Submit" button | |
| After Quality Review | August 22 | Candidate | Must DocuSign and submit application | Only upon Candidate submission can Dept/School and Chair/Director review begin. |

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| Aug 11-22 (or sooner) | August 22 | Dept/School Liaison | Add faculty reviewers, Dept/School Committee Chair, and Chair/Director to Archivum; remove names as needed | No faculty member has access to the application until names are uploaded into the system. |
| Aug. 25-Sept 22 | Sept. 22 | Associate Dean | Add College Committee members, College Committee Chair to Archivum | No faculty member has access to the application until names are uploaded into the system. |
| Aug 25-Sept 15 | Sept 15 | Dept/School Committee | Must review application, upload narrative, and sign in DocuSign | Application cannot proceed to next level of review without upload and DocuSigned signature. |
| Upon completion of review | | Candidate | May respond, must acknowledge | Application cannot proceed without acknowledgement |
| Sept 15-Oct. 10 | Oct 10 | Chair/Director | Must review application, upload narrative, and sign in DocuSign | Application cannot proceed to next level of review without upload and DocuSigned signature. |
| Upon completion of review | | Candidate | May respond, must acknowledge | Application cannot proceed without acknowledgement |
| Oct 13-Nov 3 | Nov 3 | College Committee | Must review application, upload narrative, and sign in DocuSign | Application cannot proceed to next level of review without upload and DocuSigned signature. |
| Upon completion of review | | Candidate | May respond, must acknowledge | Application cannot proceed without acknowledgement |

Teaching Summary Directions to Chair

The summary of teaching must be written by the chair/director of the department and uploaded to the online application prior to candidate submission and faculty committee review. The summary should include

- Information on levels and types of courses routinely taught by the candidate (graduate vs. undergraduate, large vs. small sections, on-line courses, etc.);
- Evaluation scores (ranges, comparison to departmental norms, trends, differences among courses taught, etc.);
- Peer evaluation (if conducted);
- The essence of comments from student evaluations.

The intent of this brief summary is to provide contextual information on departmental teaching assignments, practices, and norms. The faculty committee and department chair/director should reserve their evaluations of teaching for their narratives, utilizing departmental criteria for teaching excellence as the foundation for their recommendations.

Analysis of Publications: Chair must cover applicable items below in Analysis

1. Assessment of Books/Textbooks/Chapters or Segments of Books.
Please provide data relevant to the quality of the books/textbooks published, in press, or accepted for publication by the candidate. This may include descriptions of the nature/quality of the publisher (i.e., university press, academic press, popular press, etc.), published reviews of these works, data on the number of units sold, number of units as holding in research libraries, universities/colleges which have adopted these works, etc.
2. Assessment of Refereed Articles.
Please provide a description and evaluation of the quality of the journals in which the candidate has published and, if multiple authors, the candidate's relative contribution. This description and evaluation should include for each journal: name, description, independent evaluation of quality, acceptance/rejection rate, impact factor from Web of Science (if available)
3. Assessment of Creative Non-Published Works
Please provide a description and evaluation of the quality of the creative non-published works of the candidate. This description and evaluation should include a brief assessment of the significance of the works, the magnitude of the candidate's involvement, and critical recognition of these works.