Assembling the NTT Promotion Review Packet

INSTRUCTIONS FOR ASSEMBLING THE NTT PROMOTION REVIEW PACKET

Both mandatory and non-mandatory reviews required for promotion in NTT faculty rank and/or the award of a renewable employment agreement (REA) are required to use the NTT Promotion SharePoint Site managed by the Office of the Provost. Mandatory pre-promotion reviews normally conducted during the third year of the probationary period are managed at the department/academic unit level and will not utilize the NTT Promotion SharePoint Site.

Instructions for candidates and administrators for accessing the NTT Promotion SharePoint Site can be found on the NTT Policy webpage located on the [Office of the Provost website](). The candidate is responsible for assembling his or her portion of the NTT promotion packet and uploading it to the NTT Promotion SharePoint Site. The following list provides a general guide to the various elements that are to be included in a complete NTT promotion packet prior to the packet being forwarded to the Office of the Provost for review.

Depending on the type of promotion eligible NTT faculty position held, the number and type of items and supporting documentation included by the candidate in their portion of their promotion packet will differ. The candidate should include appropriate documentation providing evidence of their performance and achievements reflected in the candidate's curriculum vita (CV). Supporting documentation should be provided for all significant items included in the CV.

Those items which the candidate is responsible for assembling and uploading to the NTT Promotion SharePoint Site are marked below with an (*). The uploading of all other required documents is the responsibility of the appropriate administrator.

All other items will be uploaded by the appropriate administrator or review committee chair.

A. **Electronic Face Sheet**

   This electronic form will be prepared by the College NTT Liaisons.

B. **Internal Administrative Letters Generated as Part of the NTT Promotion Review**

   The candidate's electronic folder should include any department or college committee evaluation reports, letters from chair/director to dean and dean to the Office of the Provost, and any appeals letters. University policy mandates that no extraneous letters or materials be included. Letters from department chairs/directors and deans should address the strengths and weaknesses of the candidate. Letters containing negative recommendations should explain the reasons and specify areas of weakness that led to the negative recommendation. Justification for each recommendation should be clearly and fully stated. Moreover, these letters should address the merits of each individual case and should not be mere summaries or restatements of earlier assessments. The dean's letter of recommendation is especially important.

C. Review Letters

Please refer to Section 6 of the ***GENERAL GUIDELINES FOR NTT PROMOTION REVIEW*** found as a separate document on the NTT Policy webpage located on the Office of the Provost website.

D. Appointment Letters, Mandatory Review Letters, Annual Performance Documentation

For candidates undergoing a mandatory review, a copy of the initial letter of appointment to the university and the results of any probationary reviews/annual performance reviews must be included in the candidate's electronic folder. For non-mandatory review candidates, documentation of their previous promotions should also be included.

E. Candidate's Statement (*)

The candidate may include a brief (no more than three pages) statement, including academic career goals, accomplishments, and directions for future work and/or professional development. The candidate may describe how all facets of his or her career form an integrated, successful profile or the candidate may identify achievements in the areas of teaching, service, or research/scholarship/creative endeavor separately, as appropriate to the type of promotion eligible (PE) NTT faculty appointment they hold.

F. Curriculum Vitae (CV) (*)

The candidate should include a traditionally formatted academic CV which includes the categories listed below as appropriate to the type of promotion eligible (PE) NTT faculty appointment they hold. Additionally, supporting documentation for each major category in the CV should be included as follows:

G. Teaching and Student Learning and 1 page table of contents (*)
Documentation in this section includes evidence of a commitment to teaching and learning, including:

a. Student Evaluations of Teaching. Teaching evaluations of all classes are required by university policy. Student evaluation data should include summaries of teaching evaluations with comparative departmental data. Teaching effectiveness ratings should include all classes taught at the NTT Assistant or NTT Associate level. Candidates for NTT full professor may include only those classes taught since the last promotion or in the last 10 years. Results should be summarized in a single table that includes evaluations for all courses taught and information about the instrument's items and response scale. In programs where individual classes, small studios, or performances are the norm, special care should be taken to assure full and comprehensive teaching evaluations.

b. Peer Evaluation of Teaching. Though not required in all departments, candidates may include formal or informal peer assessment of the candidate's teaching effectiveness.

c. Course and Program Development and/or Revision. Information about course, curriculum, and program development can provide evidence of a commitment to student learning. The candidate's contribution to course development may be documented with sample course syllabi, teaching-grant proposal abstracts, courseware, cases and simulations, brief descriptions of student projects, examples of modifications for instructional television or on-line teaching, etc. Evidence of program development may include student recruitment, advising, and retention; support of graduate research activities; interdisciplinary program development, etc.

d. Other Evidence of Teaching, Student Learning, and the Scholarship of Teaching. Candidates may submit evidence that they have facilitated students' success. Examples may include contributions to students who have won awards, letters from community members who have benefited from student projects or internships, and other evidence that the candidate contributed to student learning. This section may also contain evidence of the candidate's commitment to enhancing his/her teaching ability. Professional development activities, patient care, scholarly approaches to evaluating teaching effectiveness, teaching excellence awards, and guest lecturing or team teaching or recruiting quality students should also be documented here.

H. **Research, Scholarship and Other Creative Productivity and 1 page table of contents (*)**

The research mission of the University of Houston is to create, discover, disseminate, and preserve knowledge and understanding by engaging in basic and applied research and scholarly and artistic activities that benefit students, scholars, and external constituencies. The following categories are suggested for candidates to document how they have carried out the university's research mission.

a. **Scholarly/Creative Work**: Completed works should be listed in the following order: books, monographs, journal articles (refereed journal articles should be marked with an asterisk), refereed proceedings, book chapters, other papers, juried exhibits, shows, recitals, awards, etc. Within each of these sections, the citations should be listed in reverse chronological order (starting with the most recent). Articles should be cited following the discipline style and must include the exact title, the names of any co-authors in the order in which they appeared in print, journal title, publication year and the page length. For exhibits, shows, recitals, etc., the information forwarded must include the dates and nature of the event(s). Citations of creative presentations must be listed as public announcements. Copies of programs and reviews, if any, of each creative activity are also desirable. Works actually in press as well as works accepted or under review are to be listed below.

b. **Articles Accepted for Publication:** Include works in press and works accepted for publication.

c. **Representative Works**: Reprints of articles, published reviews, programs, and other substantial scholarly/creative products should be sufficient to demonstrate the scope and quality of the candidate's scholarly activities. Include electronic samples of printed material, pictures of artistic creations, reviews, and other related items in the candidate's portfolio.

d. **Published Reviews**: Copies of relevant reviews.

e. **Other Work Products**: One copy of other substantial work products (e.g. books, slides of artistic creations, etc.).

f. **Technical Reports**: The listing should specify the title, date, and length of the document, and the sponsoring agency or individual.

g. **Research Proposals**: The following information should be included for each proposal submitted: Name of the principal investigator and all co-investigators; Title of the grant proposal; Funding agency; and Amount requested.

h. **Research Grants:** The following information should be included for each grant awarded: Name of the principal investigator and all co-investigators; Title of the grant proposal; Funding agency; Amount of the grant; and Time period of the grant.

i. **Generation of intellectual property**: List any patents issued or pending including patent number, date of filing, and status (provisional, non-provisional, issued).

j. **Major Work(s) in Progress**: The information provided here should comment on the nature of the work(s) and identify anticipated date of completion. The solicitation letter to external evaluators should specifically request an assessment of major work(s) in progress.

k. **Other Indicators of Scholarly Creative Work**: List book reviews, editorial contributions, citations, research awards, and other indicators of contributions to the discipline/profession, cited in the format of the discipline's style sheet.

I. **Service and 1 page table of contents (*)**

The candidate should provide a complete listing with documentation of the categories below.

a. **Service to the Department, College, and University**: List committee membership, administrative roles, and other contributions to the university.

b. **Service to the Profession/Academic Discipline**: Describe activities that strengthen the profession, including leadership in professional organizations.

c. **Service to the Community or Public**: Document public involvement that is related to the candidate's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.

d. **Other Contributions**: The candidate may provide evidence of other significant contributions that advance the profession/discipline including patient care activities (in the case of clinical faculty), if applicable.