



Workshop

CCFA



THE UNIVERSITY OF
MEMPHIS®

2-5 Year Workshop

College of
Communication
and Fine Arts



2-5 Year Workshop

Agenda

1. Introductions
2. Helpful Thoughts
3. Narratives
4. Mid-Tenure Review
5. Promotion with Tenure Review
6. For Your Next Mentorship Meeting



Helpful Thoughts

Helpful Thoughts



Suggestions (before we get started)

- Breathe
- Continue using the university CV system every year.
- Continue entering SETE scores every year.
- Be intentional. Set meetings with your mentor to check-in and be sure to actively engage.
- Stop the Clock: In general, the provost will not approve suspension of the probationary period for work that advances the faculty member's record in teaching, research or service.

Narratives

A photograph of three students in a computer lab. A woman with long brown hair sits at a desk with multiple computer monitors, looking at one of them. A man with short brown hair, wearing a dark patterned shirt, stands next to her, also looking at the screens. In the foreground, a woman with long black braids is partially visible, looking towards the other two. The background shows a classroom setting with a projector screen displaying a website, a wooden door, and other computer workstations. The word 'Narratives' is overlaid in large white text across the center of the image.

Narratives

1. Instruction

Evidence of effective teaching and mentoring of students should document characteristics such as:

- Command of the subject
- Ability to organize and present subject matter in a logical and meaningful way
- Ability to motivate undergraduates
- Ability to stimulate creativity in graduate students
- Creative and effective use of innovative teaching methods and curricular innovations



Narratives

2. Research, Scholarship and Creative Activity

Types of evidence and documentation for effectiveness in research and scholarly/creative activities include the following (according to the terms of the candidate's appointment):

- Publications, e.g., appropriate textbooks, books or chapters in books, articles in refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews and other related items, written reviews, and evaluations by qualified peers.
- Papers presented, e.g., papers presented at local, state, regional, national, and international professional meetings (significance of the content and selection process should be considered in the process of reviewing such presentations).
- Performances or exhibitions, e.g., performances or exhibitions that are invited or juried by nationally or regionally recognized professionals or groups within the discipline. Verifiable documentation is required to include consideration of research or creative activity in progress.
- Contributions to the art of teaching, e.g., appropriate textbooks or education articles in peer review forums, development of computer software or audiovisual media, and so forth.
- Contributions to engaged scholarship including collaborative reports, documentation of impact, external funding, and publication in peer-reviewed journals.
- Evidence of sustained ability to secure externally funded grants or contracts to support research/scholarship/creative activities.

Narratives

3. Service, Outreach, Advising, Mentoring and Administration

Types of evidence and documentation for professionally related services include the following:

- Service to the University, e.g., participation and leadership roles in departmental, academic unit, and university committees; participation in university governance; administrative service; advising students; recruitment activities; service to student organizations; other related activities.
- Service to one's discipline, e.g., memberships and leadership roles in professional organizations at state, regional, national or international levels.
- Service to society, e.g., presentations related to the discipline; professional advice and counsel to groups or individuals; other types of service, particularly in the university's service area.

Narratives

Workshops

- Friday, November 15, 2024, 3:00
Developing Your Philosophy of Teaching Statement
- Friday, November 22, 2024, 3:00
Developing Your Teaching, Research and Service Narratives





Mid-Tenure Review

Mid-Tenure Review

Timeline

- Served at least two years at the rank of assistant professor. Exceptions to this minimum rank qualification may be approved by the provost.

Calendar

- Internal Review (November – March)

Internal Review Steps

- Department Committee > Chair/Director > Dean



Mid-Tenure Review



Review Details

- Dean's administrative assistant will e-mail a mid-tenure OneDrive dossier folder link to the applicant.
- The applicant uploads the documents (no folders) to the mid-tenure OneDrive dossier folder. Access will be granted from **November 29, 2024**, to **January 9, 2025** (11:59 PM CST).

Mid-Tenure Review



Mid-tenure review does not require an external peer review of a candidate's record of scholarly activity by qualified peers who are not affiliated with the university.

Mid-Tenure Review

Dossier Makeup

- [1.2 Promotion & Tenure Appointment History Form](#)
- [1.3 Timeline Adjustment Form](#)
- [1.4 Stop the Clock Request Form](#)
- [4.1 University Curriculum Vitae](#)
- 4.2 Initial Appointment Letter
- 4.3 Annual Evaluations
- 6.1 Instruction - Narrative
- [6.2 SETE Summary Form](#)
- 6.3 Peer Evaluations of Teaching
- 6.4 Instruction-related Honors and Awards
- 6.5 Internal Instructional-related Grants
- 6.6 External Instructional-related Grants and Contracts
- 7.1 Research, Scholarship, Creative Activity - Narrative
- 7.5 Research-related Honors and Awards
- 7.6 Internal Research, Scholarship, or Creative Activity - related Grants
- 7.7 External Research, Scholarship, or Creative Activity - related Grants and Contracts
- 8.1 Service, Outreach, Advising, Mentoring, Administration - Narrative
- 8.2 Service-related Honors and Awards
- 8.3 Internal Service-related Grants
- 8.4 External Service-related Grants and Contracts
- 9.1 List of Supplemental Materials
- 9.2 Supplemental Materials

Mid-Tenure Review

Example Doc Names

- 1.2 - Promotion & Tenure Appointment History (Tiger, T)
- 4.3 - Annual Evaluation 2019 (Tiger, T)

Resources

- <https://www.memphis.edu/ccfa/resources/resources-faculty-mid-tenure-dossier-instructions.php>
- <https://www.memphis.edu/aa/forms/index.php>



Mid-Tenure Review

Outcomes

- For mid-tenure review, the department/school subcommittee of tenured faculty will make the recommendation to Chair/Director.
- If the decision is not unanimous a minority report may be submitted with rationale of dissenting opinions.
- Candidate will be provided with the vote outcome and a summary of the committee and chair decision at each level.
- Also, at each review level, candidate will be given the opportunity to write a rebuttal. No new material may be added to the dossier. The process is intended for the candidate to provide additional context/clarification of current material.
- The candidate has ten days to prepare and submit each rebuttal.



Mid-Tenure Review



Where to Start

1. Update your official university CV
2. Enter your SETE data in summary template
3. Download your appropriate annual evaluations
4. Write your three narratives
5. Collect all of your remaining documents
6. Request access and upload your documents to the internal review OneDrive folder



Promotion with Tenure Review

Promotion with Tenure Review



Timeline

- Served at least five years at the rank of assistant professor. Exceptions to this minimum rank qualification may be approved by the provost.

Calendar

- External Review (March – August)
- Internal Review (July – December)

Internal Review Steps

- Department Committee > Chair/Director > College Committee > Dean > Provost > President > Trustees

Promotion with Tenure Review

Review Details

- Dean's administrative assistant will e-mail an external peer review OneDrive dossier folder link to the applicant.
- The applicant uploads the documents (no folders) to the external peer review OneDrive dossier folder. Access will be granted from **March 24, 2025**, to **April 23, 2025** (11:59 PM CST).
- Dean's administrative assistant will e-mail a promotion and tenure OneDrive dossier folder link to the applicant.
- The applicant uploads the documents (no folders) to the promotion and tenure OneDrive dossier folder. Access will be granted from **July 26, 2025**, to **August 27, 2025** (4:00 PM CST).



Promotion with Tenure Review

Purpose

Promotion with tenure review requires an external peer review of a candidate's record of scholarly activity by qualified peers who are not affiliated with the university. The purpose of external peer reviews is solely to provide an informed objective evaluation of the quality of the scholarship, research or creative activity of the candidate."

Peer Selection

- Candidate List: 4 – 8 recommended peer reviewers outside of University.
- Department Chair or School Director and Promotion and Tenure Committee develop outside peer reviewer list.
- Department Chair or School Director must select at least one candidate peer reviewer and supplement list with additional reviewers.

External Dossier Makeup

- 4.1 University Curriculum Vitae
- 7.1 Research, Scholarship, Creative Activity - Brief Summary of Accomplishments & Plans
- 7.5 Research-related Honors and Awards
- 7.6 Internal Research, Scholarship, or Creative Activity-related Grants
- 7.7 External Research, Scholarship, or Creative Activity-related Grants and Contracts
- 9.1 List of Supplemental Materials
- 9.2 Supplemental Materials

Candidates may be granted access to external review letters at the end of the promotion cycle and after completing a workshop hosted by the Provost's office.

Promotion with Tenure Review

Dossier Makeup

- [1.2 Promotion & Tenure Appointment History Form](#)
- [1.3 Timeline Adjustment Form](#)
- [1.4 Stop the Clock Request Form](#)
- [4.1 University Curriculum Vitae](#)
- 4.2 Initial Appointment Letter
- 4.3 Annual Evaluations
- 5.1 Mid-Tenure Evaluation Statement by Department
- 5.2 Mid-Tenure Evaluation Statement by Chair
- 6.1 Instruction - Narrative
- [6.2 SETE Summary Form](#)
- 6.3 Peer Evaluations of Teaching
- 6.4 Instruction-related Honors and Awards
- 6.5 Internal Instructional-related Grants
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Promotion with Tenure Review

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- 4.3 - Annual Evaluation 2019 (Tiger, T)

Resources

- <https://www.memphis.edu/ccfa/resources/resources-faculty-promotion-and-tenure-calendar.php>
- <https://www.memphis.edu/aa/forms/index.php>



Promotion with Tenure Review

Outcomes

- For promotion with tenure review, the department/school subcommittee of tenured faculty will make the recommendation to Chair/Director.
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- Candidate will be provided with the vote outcome and a summary of the department committee/chair/college committee/dean decision at each level.
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- The candidate has ten days to prepare and submit each rebuttal.



Promotion with Tenure Review



Where to Start

1. Develop your external evaluation list
2. Update your official university CV
3. Write your Research, Scholarship and Creative Activity narrative
4. Collect all of your remaining documents
5. Request access and Upload your documents to the external peer review OneDrive folder
6. Enter your SETE data in summary template
7. Download your appropriate annual evaluations
8. Collect all of your remaining documents
9. Write your remaining narratives
10. Request access and upload your documents to the internal review OneDrive folder



For Your Next Mentorship Meeting

For Your Next Mentorship Meeting

Mentorship

- Mentee share your university CV with your mentor and mentor provide feedback.
- Mentee review the goals you set last year and your progress in meeting those goals.
- Mentee share your goals you have set for next year and your plans for meeting those goals.
- Mentee share and review your essential documents with your mentor (narratives, supporting documentation, external review list, etc.)
- Continue using an IDP to set goals and track progress.



For Your Next Mentorship Meeting



An individual development plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance

Individual Development Plan (IDP)

Overall General Objective:

Goal 1:

- Rationale:
- Strategic Action Steps:

**Document Provided*

For Your Next Mentorship Meeting

Individual Development Plan (IDP)

Lucas Charles, 2024-25

Overall General Objective:

As a Full Professor of Graphic Design and the Interim Associate Dean of Academic and Student Affairs, my objective is to lead innovation in graphic design education while fostering academic excellence and student success across the CCFA. I strive to integrate emerging technologies into both my professional practice and curriculum development, ensuring students are equipped for future industry demands. Additionally, I aim to enhance advising, retention, and interdisciplinary collaboration within the college, while supporting strategic initiatives that advance the CCFA's mission and foster a thriving academic community.

For Your Next Mentorship Meeting

Goal 1:

Expand Curriculum on Emerging Design Technologies

Rationale:

The graphic design field is rapidly changing, with AR/VR, 3D and interactive media being vital tools. By integrating these into my courses, I will ensure that students are better prepared for the evolving demands of the industry.

Strategic Action Steps:

- Research best practices for incorporating AR/VR and 3D into design education.
- Update course syllabi to include technology-driven design projects.
- Pilot new assignments in the Honors and upper-level design classes.

For Your Next Mentorship Meeting

Goal 2:

Expand Creative Practice in Digital Fabrication

Rationale:

By pushing the boundaries of 3D design and exhibiting my work, I can contribute to the broader creative community and reinforce my professional practice while exploring new frontiers in the relationship between form and function.

Strategic Action Steps:

- Complete a new series of 3D robots and submit them to regional and national exhibitions.
- Explore opportunities to present at design conferences on the intersection of graphic design and digital fabrication.

For Your Next Mentorship Meeting

Goal 3:

Increase Interdisciplinary Collaboration Across CCFA

Rationale:

Encouraging collaboration across departments will foster innovation, provide new learning opportunities for students and align with the university's goal of creating an enriched student experience. This will also strengthen the interdisciplinary identity of CCFA.

Strategic Action Steps:

- Develop proposals for interdisciplinary projects, especially those involving shared technology labs.
- Organize workshops and guest speaker events that bring together faculty and students from different disciplines.



Questions

CCFA