



Workshop

CCFA



THE UNIVERSITY OF
MEMPHIS®

Full Professor Workshop

College of
Communication
and Fine Arts



Full Professor Workshop

Agenda

1. Introductions
2. Helpful Thoughts
3. Narratives
4. Promotion to Full Review



Helpful Thoughts

Helpful Thoughts



Suggestions (before we get started)

- Breathe
- An associate professor is encouraged, but not required, to consult with their department chair or school director before initiating promotion procedures. These people should have a vast understanding of your previous performance history and be able to provide sound advice on policies and processes for promotion. The decision on proceeding rests with the faculty member.



Narratives

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



A photograph of a group of young musicians, primarily of Asian descent, playing cellos in an orchestra. They are dressed in formal black attire. The musicians are focused on their instruments, with some looking down at the strings and others looking towards the left. The background is dark, and the lighting is warm, highlighting the wood of the cellos. The text "Promotion to Full Review" is overlaid in the center in a large, white, sans-serif font.

Promotion to Full Review

Promotion to Full Review



Timeline

- Served at least five years at the rank of associate 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 to Full 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 to Full Review

Purpose

Promotion to full 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 to Full 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

Promotion to Full 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-promotion-and-tenure-calendar.php>
- <https://www.memphis.edu/aa/forms/index.php>



Promotion to Full Review

Outcomes

- For promotion to full review, the department/school subcommittee of full professors 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 department committee/chair/college committee/dean 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.
- The candidate may withdraw their application at any time.



Promotion to Full 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



Questions

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