Document Management Online: Preparing Your Tenure and Promotion Portfolio

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THOMPSON RIVERS UNIVERSITY

CELT Promotion and Tenure Sessions | 9 June 2021

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T’exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. The region TRU serves also extends into the territories of the St’át’imc, Nlaka’pamux, Tŝilhqot'in, Nuxalk, and Dakelh, and Métis communities within these territories.

Agenda

Grounding Documents

Audience

Gather Evidence

Organizing Evidence

Formatting and Technical Tips

Read Grounding Documents

- Principles and Essential Features of Standards Documents (October 2007 and January 2018 updates) https://www.tru.ca/__shared/assets/Principles_and_Essential_Features_of_Standards_Documents23557.pdf
- Your Departmental Standards: https://www.tru.ca/senate/committees/stpc/documents.html
- Collective Agreement: http://trufa.ca/ca/
  - Article 5: Appointment of Faculty Members
    - 5.1.1 – Ranks - Tripartite appointments
    - 5.1.2 – Ranks - Bipartite appointments
    - 5.2.1 – Tenure-Track Appointment
    - 5.2.3.1 – Tenured Appointment
  - Article 6: Tenure and Promotion of Faculty Members
    - All articles, especially **Article 6, Appendix 1**
  - Article 10: Workload
    - 10.2 – Academic Duties and Responsibilities

Tenure and Promotion Workshop Information Session Booklet: https://www.tru.ca/senate/committees/stpc.html

THOMPSON RIVERS UNIVERSITY

TENURE AND PROMOTION INFORMATION SESSION

June 8, 2021

Put your best foot forward

Committees and reviewers can ONLY look at what is in your portfolio

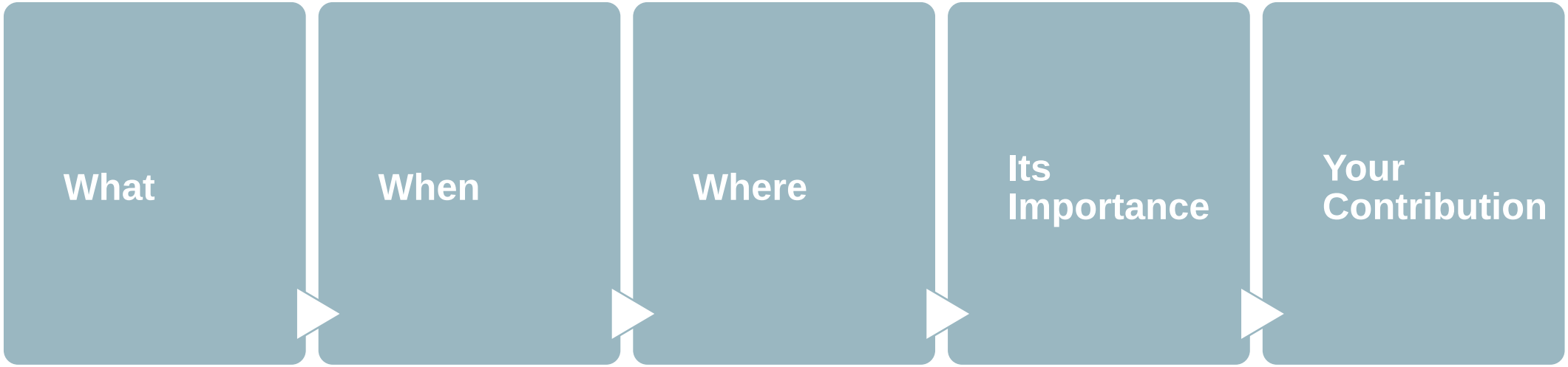
Tie your evidence to departmental standards. Be specific enough for the audiences to see the links

Consider Audience

1. Division, Faculty or School Tenure and Promotion Committee (DFSTPC)
    - Dean (or delegate)
    - Colleagues in your discipline
    - Other faculty who are not from your department(s)
2. Three external reviewers
3. University Tenure and Promotion Committee
    - Provost
    - AVP Research and Graduate Studies
    - Your Dean
    - Two Deans
    - Faculty representative from every Division, Faculty, and School

Gather Evidence

Keep Track of What You Do



Create an Evidence Table with Your Departmental Standards

Criteria	Summary of Evidence
1. Demonstrates effective instruction in the use of information resources through reference services (face-to-face or virtual), including the ability to guide students and faculty in the development of skills in research methodology	
2. Uses appropriate instructional materials with respect to volume, level, and currency.	
3. Provides evidence of organization, presentation, and evaluation of library instructional sessions as evidenced in a teaching portfolio	

Create Folders

A_Application Letter
B_Curriculum Vitae
C_Annual Professional Activity Reports
D_Teaching/Professional Role Dossier
E_Service Dossier
F_Scholarly/Research and/or Creative Dossier
G_Other

More about Folders

A_Application Letter	• Recommend separate application letter(s) for tenure and/or promotion to the Dean/Director and the DFSTPC chair • Separate letters for tenure and promotion • Note what percentages you want to be evaluated on
B_Curriculum Vitae	• Ensure your CV is current and comprehensive • Use proper citation format for scholarly and creative work
C_Annual Professional Activity Reports	• Include copies of your APARs for the last three (3) years (minimum) • Dean/chair responses

More about Folders

D_Teaching/Professional Role Dossier	• Check **Article 6, Appendix 1** for mandatory and optional items to include – e.g., course outlines, teaching evaluations, philosophy statement, etc. • Documentation regarding professional accomplishments, etc.
E_Service Dossier	• Document your internal and external service contributions, including your particular role/contribution, time commitment, etc.
F_Scholarly/Research and/or Creative Dossier	• Provide samples of scholarly work, publications, exhibitions, etc. • Include the dissemination status – i.e., published/accepted/submitted • Grants and awards received, etc.
G_Other	• Provide any additional documented evidence that you consider relevant to meeting your discipline specific tenure or promotion criteria

Teaching /Professional Role Dossier

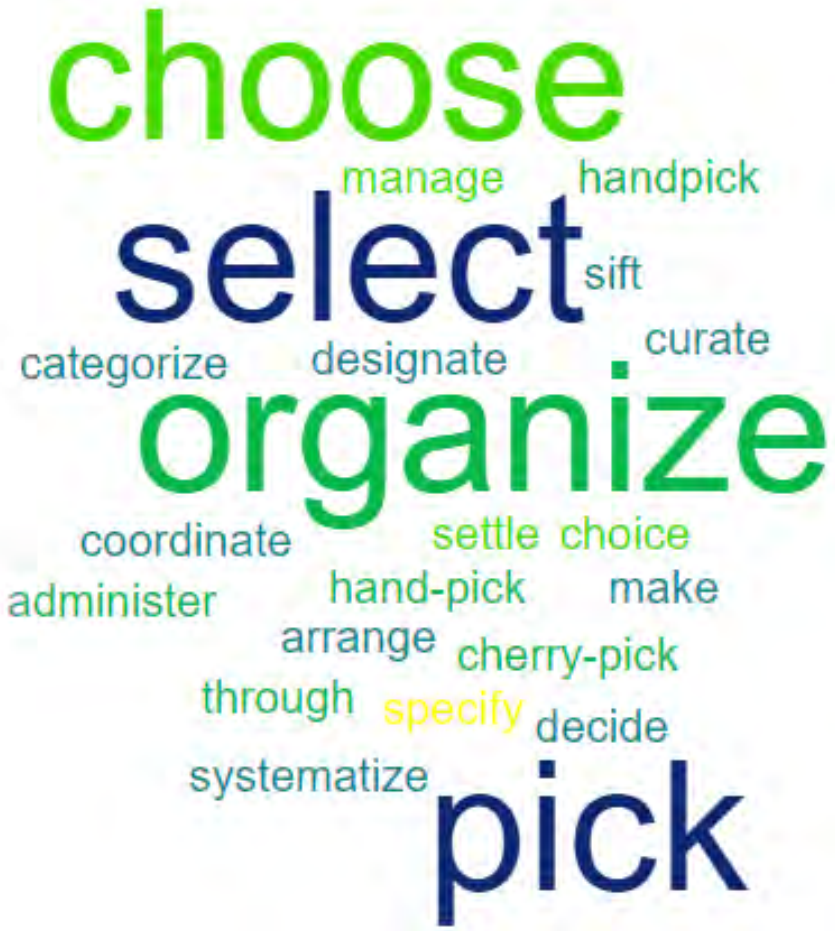
- Start with edited evidence table at the top of the folder – e.g., 1_Summary of Teaching Role
  - How do you meet each standard, the evidence you are providing, and where it is located in your dossier
- Review **Article 6, Appendix 1**
  - Make sure you have all the mandatory items required
  - Select which optional items apply to you
  - Minimum three (3) course evaluations from the last 40 months (1 May 2018- 31 August 2021)
  - Minimum three (3) peer evaluations (signed and dated) from the last 40 months (May 1, 2018 – August 31, 2021)

Service Dossier

- Start with edited evidence table at the top of the folder – e.g., 1_Summary of Service
  - How do you meet each standard, the evidence you are providing, and where it is located in your dossier
- What was the service commitment?
- Internal vs External
  - Internal – department, faculty, or university level
  - External – regional, provincial, national, international
- What was your particular role/contribution?
- What was the time commitment?

Scholarly/Research/Creative Dossier

- Start with edited evidence table at the top of the folder – e.g., 1_Summary of Research
  - How do you meet each standard, the evidence you are providing, and where it is located in your dossier
- Citations are enough
- Published vs. in press vs. submitted works

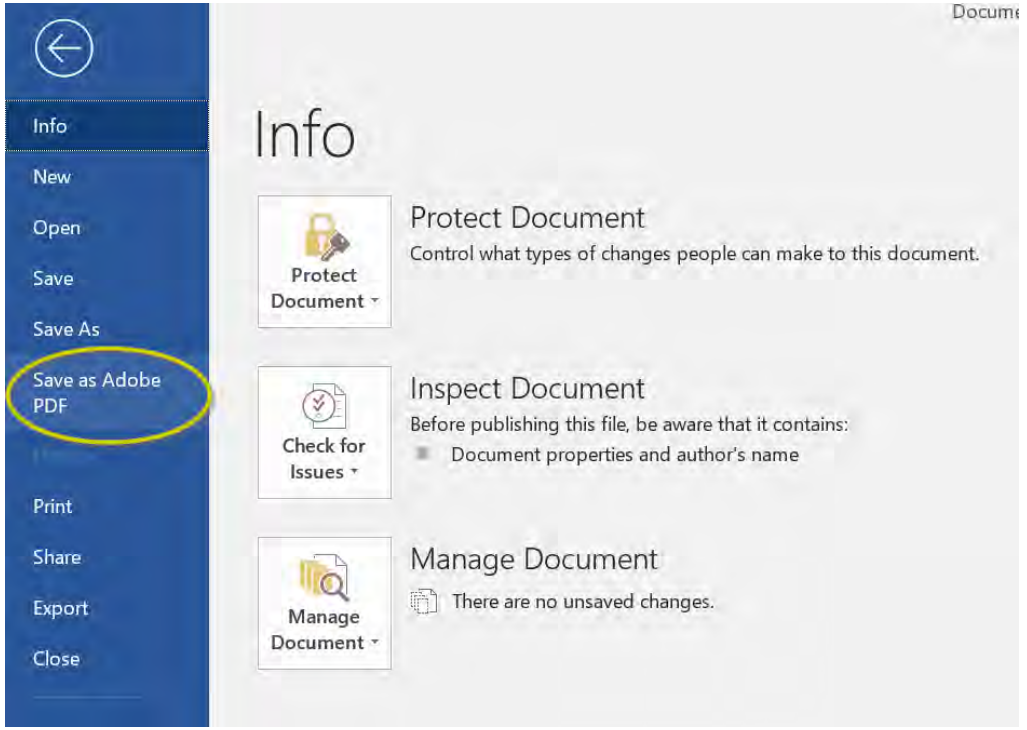

choose
manage
handpick
select
sift
curate
categorize
designate
organize
coordinate
settle
choice
administer
hand-pick
make
arrange
cherry-pick
through
specify
decide
systematize
pick

Formatting and Technical Tips

File Types

Create your documents in **.docx** format and **save as Adobe pdf** to retain all active hyperlinks

Do **NOT** use special bookmarks and/or links to other files – they aren't viewable



File Names

Entire decoded file path, including the file name, can't contain more than 400 characters

For example:

```
https://one.tru.ca/committee/tenure/portfolios/Hogwarts/Portfolio%201%20-%Hermione%20Granger/D_Teaching%20Dossier/Granger_Teaching%20Statement.pdf
```

The limit applies to:

```
/committee/tenure/portfolios/Hogwarts/Portfolio%201%20-%Hermione%20Granger/D_Teaching%20Dossier/Granger_Teaching%20Statement.pdf
```

Each segment of the path (e.g., Granger_Teaching%20Statement.pdf) can’t be more than 255 characters

Font Choices

Be consistent in your font choices and hierarchy of section headings

Arial 12pt font preferred for text

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Don’t forget to edit and proofread

- content – anything missing?
- clarity
- consistent tone and style
- define any important terms that might be unclear to your reader
- proper citations
- awkward phrasing
- repetitiveness
- check for typos
- spelling
- grammatical errors
- punctuation errors – especially apostrophes, colons/semi-colons, commas
- abbreviations
- capitalization
- subject-verb agreement
- verb tenses

Submit on USB

Put your portfolio on an empty USB stick

Keep at least one copy of your portfolio

Remember…

your portfolio has to connect all the dots about who you are and how you meet the tenure and/or promotion criteria at TRU

Thank you.

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