Nuts & Bolts of P&T at Illinois - Part 2
January 16, 2024

Mariselle Meléndez
melendez@Illinois.edu
Director, School of Literatures, Cultures and Linguistics

Cari Vanderpool
cvanderp@illinois.edu
Associate Dean for Research, College of Liberal Arts & Science
Do’s when processing internal and external evaluations for P&T dossiers
Preparing the Promotion Documents

• Updated version of Comm. 9
• Soliciting letters
  • Covid letter
  • Correct rank
• Number of external evaluators
• Bios of external evaluators
  • From individuals of appropriate rank
  • From a range of evaluators
• Letters from peer institutions
• Internal evaluations & appropriate rank in the membership
Don’ts

- Microscopic fonts
- Internal evaluations
  - Subheadings
  - Name of Evaluators
- Candidate’s CV
  - Since last promotion: Associate to Full
- Evaluation of “Contributions to Teaching, Learning, and Student Mentoring”
  - Class observations
  - Students’ evaluations (ICES)
  - Expectation of graduate student supervision
- External letters from same institutions
- Letters from individuals & appropriate rank
- Unit internal evaluations & external letters
Writing the future potential section

- **Common pitfalls**
  - Very short, no examples of how the faculty member is set up to continue success beyond promotion
  - Reiterates previous accomplishments without describing how these are linked to future success
  - Focused exclusively on only one aspect of dossier – usually research

- **Do include in this section**
  - Frame discussion of past accomplishments to make clear how these set up faculty member for continued success
  - Highlight evidence of strong trajectory in research and teaching
    - Work in progress that represents new research directions (conference presentations, preprints, or articles that form basis for next book project or research direction)
    - Evidence that faculty member has been able to recruit trainees and successfully mentor them to degree completion
    - Improvements in teaching performance, professional development and/or mentoring to improve teaching
  - Highlight why promotion and tenure of faculty member is in the department’s and university’s best interests
EO Statement

- Interlocutor: Campus P&T
- Clear description of departmental expectations for P&T
  - Criteria for promotion
  - Unit’s expectations for external funding
- Impact of the covid 19 pandemic on candidate’s research/teaching
- Holistic discussion of the complete profile of the candidate (research, teaching, service) and why the profile merits promotion and tenure
- Considerable time gap between publications
- Split votes
- Reiterate why it is in departments best interests to promote candidate

**Common pitfalls**
- Excessive quoting of external evaluators
- Not addressing or dismissing without context the negative points raised by evaluators
- Not addressing or dismissing without context negative votes at department level