

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

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Do's when processing internal and external evaluations for P&T dossiers

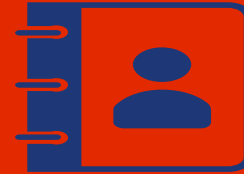
Preparing the Promotion Documents

- 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