



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI®

PROMOTION AND TENURE REVIEW

OVERVIEW

Mr. John Amacker, Institutional Effectiveness Data Coordinator

RESOURCES

OFFICE OF THE PROVOST WEBSITE

<https://www.usm.edu/provost/internalportal/promotion-and-tenure.php>

- Promotion and Tenure Dossier Instructions
- Promotion and Tenure School Documents
- Faculty Handbook chapters on promotion and tenure

<https://www.usm.edu/provost/internalportal/faculty-handbook.php>

CENTER for FACULTY DEVELOPMENT

<https://www.usm.edu/faculty-development/promotion-tenure-review.php>

- Workshops and sessions
- Panel presentations on how to present your accomplishments and tell your story

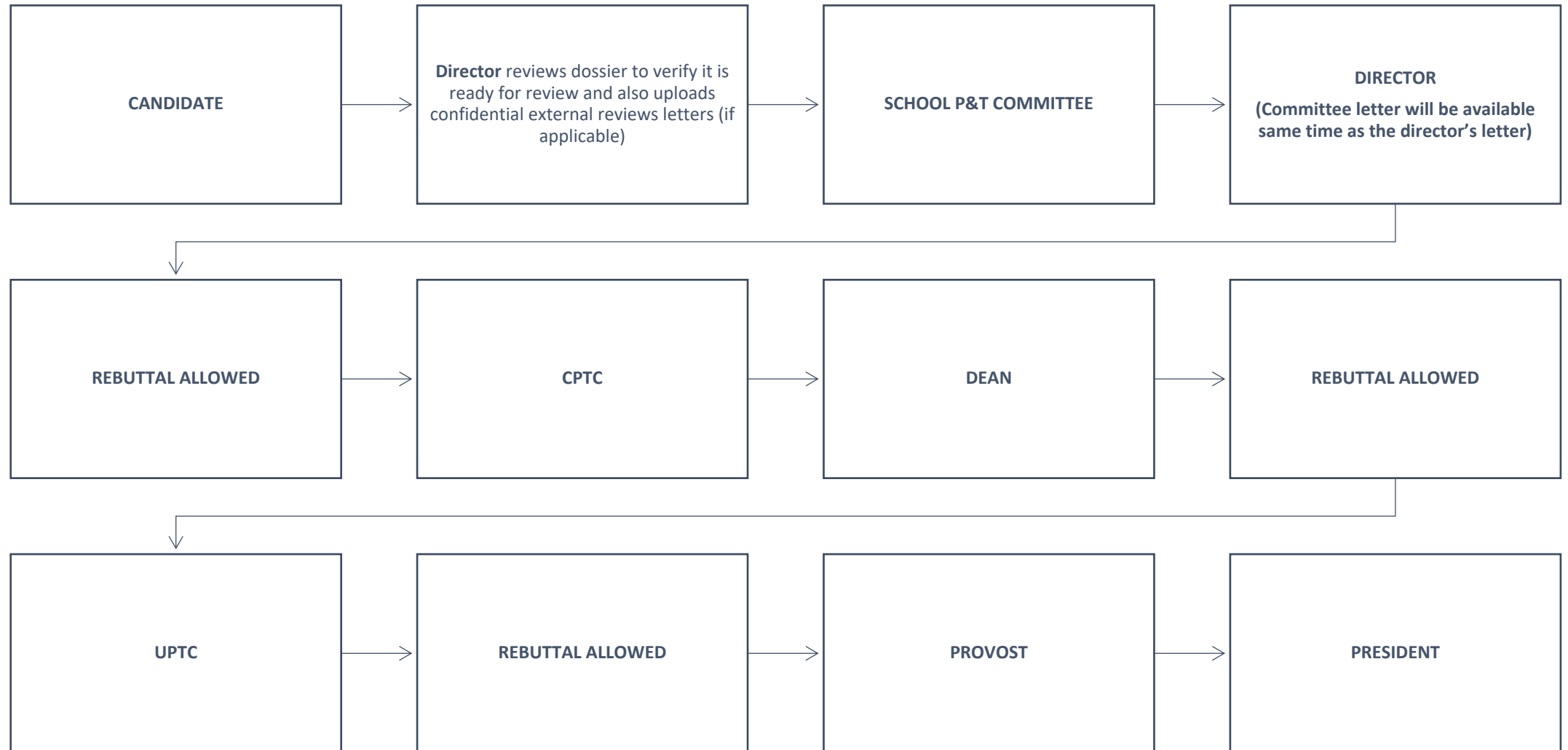
SCHOOL/COLLEGE COLLEAGUES

- **Your school director should be a primary point of information and guidance**
- Faculty mentor
- Colleagues from other schools/disciplines

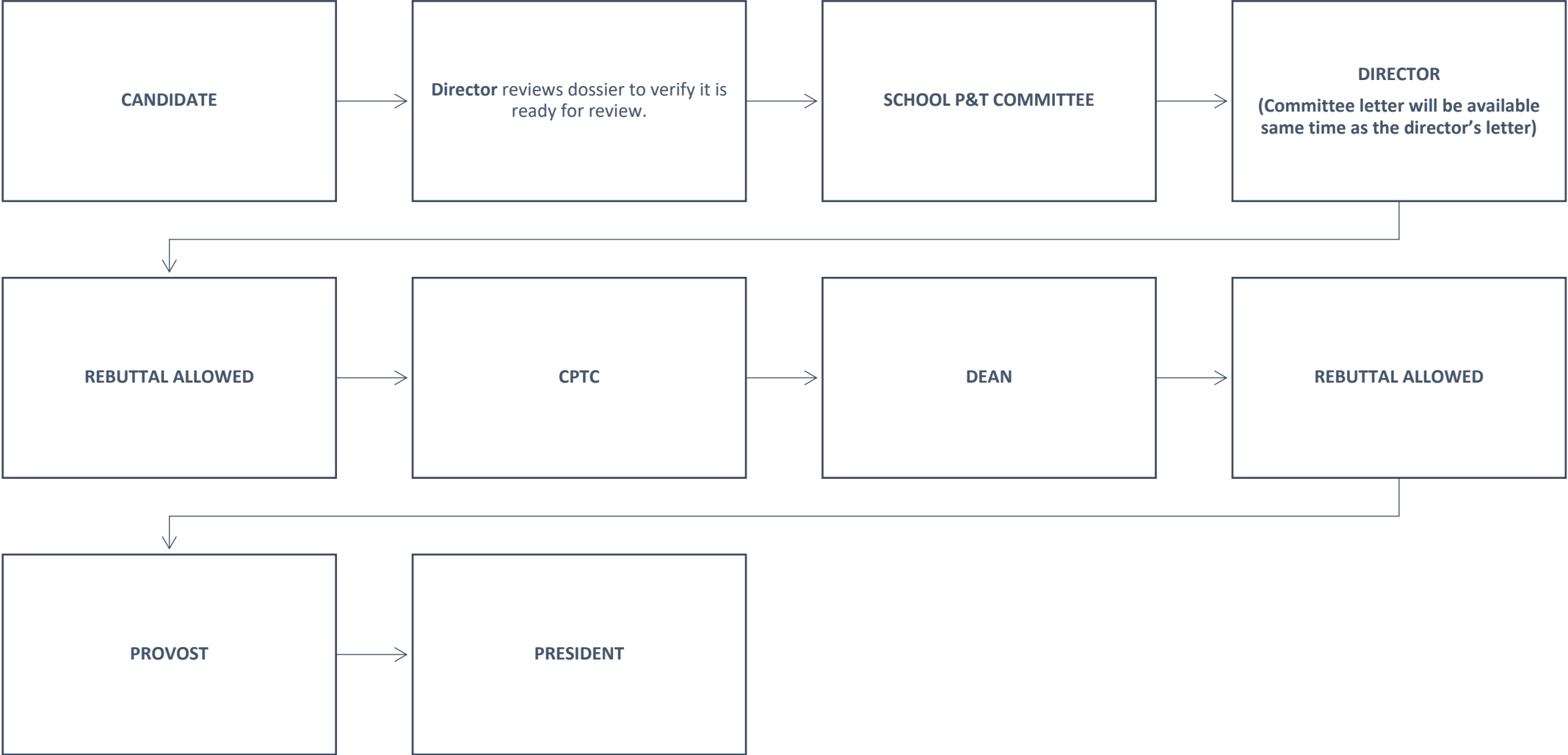
OVERVIEW OF THE PROCESS

- Dossier Submission
- Reviews of Materials
- Evaluative body recommendations
- Rebuttals
- Final approvals

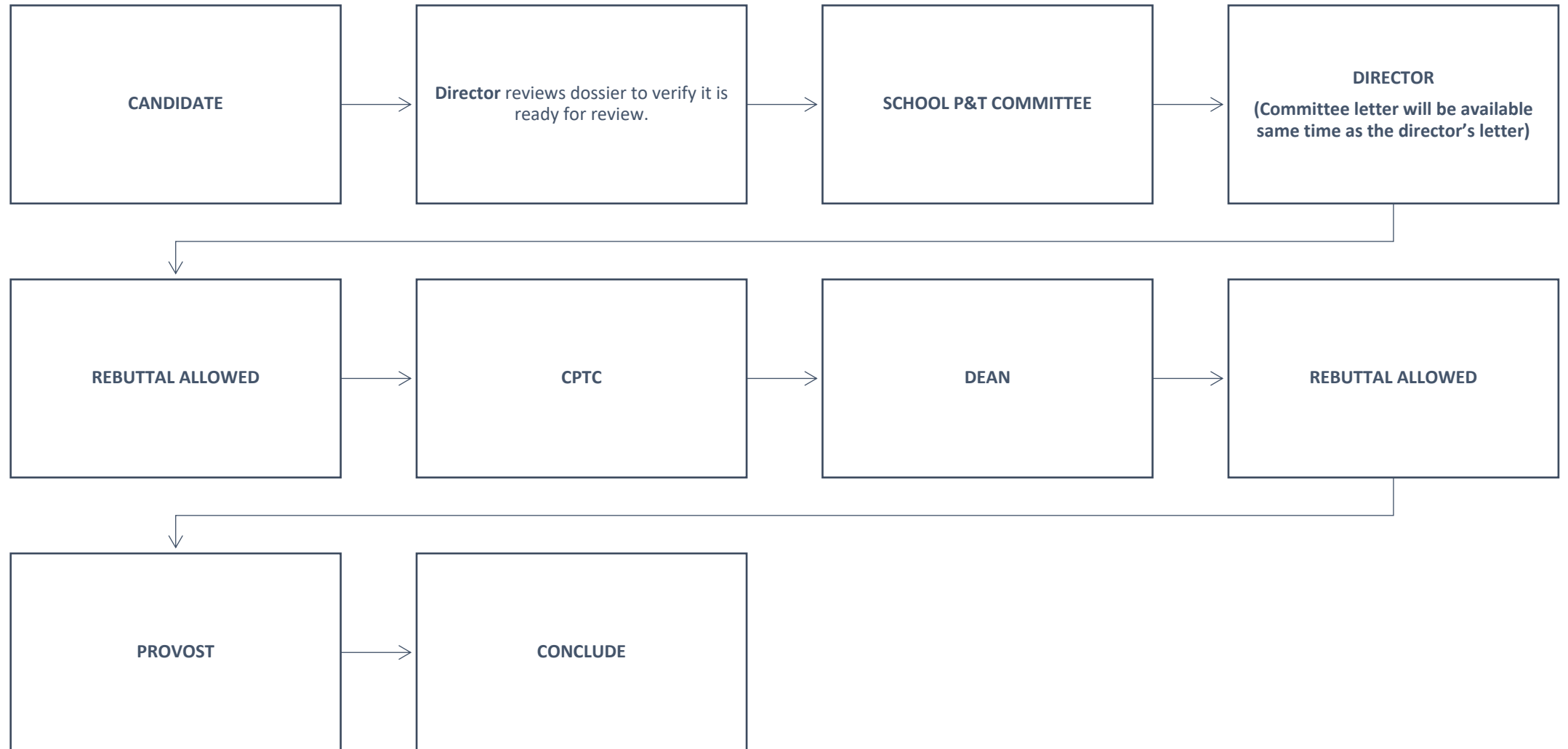
PROMOTION AND TENURE REVIEW PROCESS (ALL TENURE-STREAM FACULTY, ALL RANKS)



PROMOTION AND TENURE REVIEW PROCESS (ALL TEACHING FACULTY, ALL RANKS)



PRE-TENURE/PRE-PROMOTION REVIEW PROCESS (ALL FACULTY, ALL RANKS)



DOSSIER

- "Dossier" refers to the entirety of the materials submitted for review
- Contains the information that **demonstrates** your accomplishments, impact, and potential for continued and sustained performance
- Needs to be organized, concise, relevant, and substantive
- There are four sections: the facts, scholarship/creative activity, teaching or librarianship, and service

HOW TO CREATE A CUSTOM CV REPORT

Creating a custom CV report from Watermark Faculty Success –

- You can create a customized report of your activities that you can use in your dossier materials. **Click this [link](#) for more information** (this will take you to the Watermark Resource Center). This may be helpful if you want your research/scholarly activity to be organized and grouped in a different manner, want to create just a report of research for external reviewers or any other configuration of your information. **Any customized reports are optional, see below for required CV information.**
- The CV uploaded for the internal University review needs to follow the structure of the **Promotion and Tenure CV template**, but you can manipulate and customize the information under each section. **Use this CV template when uploading your CV into your dossier.**

SCHEDULE AND LEVELS OF REVIEWS (P&T)

- July 31st, 2024 – candidate external reviewer materials (if applicable) due via Workflow (in Faculty Success)
- August 30th, 2024 – candidate dossier submissions due via Workflow (in Faculty Success)
- September 27th, 2024 – school P&T committee recommendation
- October 25th, 2024 – school director recommendation and school committee recommendations submitted for college-level reviews
- December 6th, 2024 – College P&T committee recommendations
- January 24th, 2025 – College dean recommendation and college committee recommendations
- February 21st, 2025 – University P&T committee recommendations
- Late March – Provost's recommendation to the president
- June – Final notification of the approval of the award of tenure, promotion, or positive pre-tenure/pre-promotion reviews

SCHEDULE AND LEVELS OF REVIEWS (Pre-Tenure)

- January 10th, 2025 – candidate Pre-Tenure dossier submission due in Workflow (Faculty Success)
- January 31st, 2025 – school Pre-Tenure committee recommendation
- February 21st, 2025 – school director recommendation submitted to College Committee
- March 28th, 2025 – College Committee submits recommendations to the Dean
- April 17th, 2025 – Deans submit recommendations to the Provost
- May – Provost's recommendation and final notification

SUGGESTED TIMELINE FOR FACULTY

Summer before your review year –

- Get feedback on dossier materials and essay
- Attend workshops
- Enter all necessary material in your activities panel in Faculty Success

Mid- to late-June

- Have your rough draft of your narrative ready by late-June

Mid- to late-July

- submit a preliminary version of your dossier to your school director for feedback
- Have someone outside of your unit review your narrative statement
- Submit external review materials! (if required)

DEEPER DIVES

- DOSSIER PREPARATION - 2024

Pre-Tenure, Promotion, and Tenure: Putting it Together

May 8th, 9 – 10 AM. Virtual

May 23rd, 9 – 10 AM. Virtual

- Check the CFD website for more information
- Session recordings are likely available, please contact cfd@usm.edu if you're interested.

RESOURCE LINKS

PROMOTION AND TENURE WEBSITE

<https://www.usm.edu/provost/internalportal/promotion-and-tenure.php>

FACULTY HANDBOOK

<https://www.usm.edu/provost/internalportal/faculty-handbook.php>

CENTER FOR FACULTY DEVELOPMENT

<https://www.usm.edu/faculty-development/workshops.php>

WATERMARK FACULTY SUCCESS

<https://www.usm.edu/provost/internalportal/watermark.php>

FINAL INFO

Start Early – it ALWAYS takes longer than you think

Print to PDF – invaluable and you can do it from ANY application

ASK QUESTIONS – Don't be shy – people like to know that someone wants to know what they think!

Be Organized – it makes your assembly much easier

REMEMBER – YOU AREN'T ALONE IN THIS.