

AY26–27 NTT Promotion and Tenure Process for Interfolio

Instructions to the Candidate

You have been recommended for promotion in the upcoming academic year. Professional Track faculty are expected to be outstanding teachers who provide intellectual leadership in the education and preparation of students. Intellectual leadership includes the dissemination of knowledge to the field. They should develop and implement highly engaging, rigorous courses that reflect the knowledge base of their discipline and field.

Professional Track faculty are also expected to demonstrate a high level of effectiveness in service at the university, local, state, and national levels, as appropriate to their job descriptions.

The following template has been provided for your use. You are responsible for providing comprehensive materials for review and evaluation at each level (i.e., Department, School). Materials in each of the following four areas are required by the University and must be included in every promotion case. Some CSU's may ask for additional required materials; refer to your school/college's Professional Track P&T guidelines for details.

- Current CV
- Teaching statement, summarizing contributions in teaching, service, scholarship, and/or administration
- Required student course evaluations (uploaded by the Office of Faculty Success).
- Required peer in-class evaluations (uploaded by the department administrative professional).

In addition to all items listed above, you are also responsible for providing **three** items from the selection below: Some CSU's require more than three self-selected choices. Confirm with your promotion committee chair for any additional requirements.

- Teaching portfolio; a representative sample of learning materials, assignments, syllabi, grading systems, inclusive education and student feedback opportunities;
- Recognition for teaching excellence;
- Professional development activities related to teaching;
- Service to the teaching profession;
- Teaching, service, or administrative activities that impact student learning beyond coursework;
- Serving in leadership roles pertaining to teaching;
- Scholarship related to teaching methodology, effectiveness, or course content

The hard deadline for your Department Committee to review your case and vote is determined by your CSU. All final decisions on promotions must be submitted to the Provost by February 5th of each academic year. Always be on the lookout for individual CSU deadlines.

For assistance with the Interfolio template, please contact Mandy Graham (mtgraham@smu.edu) in the Office of Faculty Success. For questions pertaining to your CSU's promotion guidelines, please contact the executive administrative professional in the office of your appropriate Associate Dean.

Once the department has released your promotion case to the CSU for review, you will no longer be able to edit or add anything further.

Your Department Chair or Associate Dean can answer any questions you may have pertaining to the promotion process.

Candidate Case Requirements

Uploaded by Candidate

Required: Curriculum Vitae

- Updated CV

Required: Teaching Statement, Course List/Evaluations, and Peer Evaluations

- Please load your teaching statement to describe your approach to instruction, the pedagogical strategies that inform your teaching, methods of assessing student learning, and a summary of how you have responded to student feedback and course evaluations across multiple semesters.

NOTE: Your course list/course evaluations will be uploaded in the internal case section by the Office of Faculty Success. Your peer evaluations of teaching will also be uploaded in the internal case section by your administrative professional. You do not need to upload any of these materials.

If you would like to preview the materials, you have two options: 1) for course evaluations, you can download them from EvaluationKit; or 2) request a copy from your promotion committee chair.

Self-Selected Activities:

- In addition to all items listed above, you are also responsible for providing **three** items from the selection below.
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 - Recognition for teaching excellence
 - Professional development activities related to teaching
 - Service to the teaching profession
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