

AY26–27 Promotion and Tenure Process for Interfolio

Instructions to the Candidate

You will be coming up for promotion and tenure in the upcoming academic year. The following template has been provided for your use. You are responsible for providing the following materials:

- Current Curriculum Vitae
- Research/Creative Activity Dossier
 - Research Statement
 - For promotion cases in AY26-27, you have the choice to combine your research/creative activity and teaching statements into one statement.
 - Citation and Journal Information Summary
 - Record of Grant Activity (if applicable)
 - Research/Creative Work Appendices (optional)
- Teaching Activity Dossier
 - Teaching Statement
 - For promotion cases in AY26-27, you have the choice to combine your research/creative activity and teaching statements into one statement.
 - Teaching Appendices (optional)
- Service Activities Statement
- Selection of Scholarship or Creative Work

Please contact Mandy Graham (mtgraham@smu.edu) in the Office of Faculty Success for issues with downloading and formatting submissions.

Once the department has released your file to the CSU review committee, you will no longer be able to edit or add anything further unless you receive permission from the Office of Faculty Success.

Your Department Chair and/or administrative professional can answer any questions you may have pertaining to the promotion and tenure process.

Sincerely,

Paige Ware

Deputy Provost for Faculty Success

Candidate Case Requirements

Uploaded by Candidate

Curriculum Vitae

- **CV** (Required)

Research/Creative Activity Dossier

- **Research/Creative Activity Statement** (Required)
 - **Note:** Research and Teaching statements need to be in separate documents. (For promotion cases in AY26-27, you have the choice to combine your research/creative activity and teaching statements into one statement.)

Citation and Journal Information (Required)

- Upload a single document with two separate sections:
 1. Citation counts for each published article
 2. Summary of each publication venue using relevant factors (e.g., Journal Impact Factor, indexing, Q1–Q4 rankings, journal h-index, acceptance rate/selectivity)
 - Journal impact factor (JIF)
 - Indexing (e.g., Web of Science, Scopus, ERIC, PubMed)
 - Journal rankings within your field (e.g., Q1–Q4)
 - h-index of the journal
 - Acceptance rate / selectivity of the journal
- Record of Grant Activity (Optional)
- Research/Creative Work Appendices (Optional)

Teaching Activity Dossier

- **Teaching Statement** (Required)
 - **Note:** Research and Teaching statements need to be in separate documents. (For promotion cases in AY26-27, you have the choice to combine your research/creative activity and teaching statements into one statement.)
- Teaching Appendices (Optional)

Service Activities

Faculty on the tenure track are often supported to do a minimum amount of service to launch their research/creative work and to achieve excellence in teaching. Faculty are encouraged to discuss with their committee chair what to include in a service statement (e.g., basic service, contributions to their disciplinary field, etc.). It is not problematic if the Service Statement is brief at this stage of one's career.

- **Service Activities Statement** (Required)

Selection of Scholarship/Creative Work

Upload a full selection of publications and creative work that you have discussed with your promotion chair. Books and other publications that are best provided by hard copy can be forwarded under separate cover to the Office of Faculty Success (217 Perkins Administration Building).

Use naming conventions specified by your area. Note that large files (e.g., videos or large data sets) might need to be available via hyperlinks within an annotated document. There is no limit on the number of files. However, you should review the final list of materials with your promotion chair.

- **Scholarship/Creative Work** (Required)