

Instructions for A&S Promotion and Tenure
Guidelines for Reading the Model Case

Below is a model case created as an aid to your department in putting together your promotion and/or tenure materials. Refer to this model as a reference while you are completing the templates for Form A, Form B, and the table of contents. Failure to comply with the templates correctly may result in delays for the case.

1. Note that this model case has a Form B coversheet representing only one of three options, that of a candidate for **tenure with promotion**. For additional coversheets and case options, please refer to the Form B template.
2. Text has been added to this model to give you an idea of proper formatting. The green font (**SAMPLE TEXT**) is an indication of where your text needs to be placed in the templates.
3. Note that the text in **blue type** provides instructions; you need not remove it when completing the templates.
4. Your document's format should match that of the model, including the sequence of materials, section headings, and page breaks.
5. The final document you submit must be sequentially numbered with the table of contents as page 1.
6. If you or your administrators have any questions or trouble in creating, formatting, or paginating your case documents, please contact Cassidy Perreault at clperrea@syr.edu or 443-2875.

TABLE OF CONTENTS

<u>Form B Cover Page(s)</u>	3
<u>Form A Cover Pages</u>	4
<u>Form A</u>	6
Candidate's Curriculum Vitae	7
I. <u>Teaching and Advising</u>	9
1) Teaching	9
2) Advising	9
3) Other	10
II. <u>Scholarly/Creative Work</u>	11
III. <u>Other Service</u>	15
IV. <u>Distribution of Activities</u>	16
V. <u>Additional Information</u>	17
<u>Form B</u>	18
I. <u>Departmental Evaluation: Guidelines and Execution of Procedures</u>	19
II. <u>Department Chairperson's Evaluation</u>	20
III. <u>External Evaluation</u>	21
1) Letters from outside reviewers	21
2) Discussion of outside reviewers	22
3) Letter sent to outside reviewers	22
4) List of items sent to outside reviewers	22
IV. <u>Report of Departmental Committee(s)</u>	23
1) Scholarly/Creative Production	23
2) Teaching	24
3) Service	25
V. <u>Future Needs (for any case that involves tenure)</u>	26
VI. <u>Other</u>	27

Single Items Housed In Dean's Office

(one hard copy set and one electronic set [do not scan bound publications or dissertation])

This material **must** be accompanied by a **complete** index of materials submitted, including all publications and other materials listed individually. **All items must be listed.** Where appropriate, all materials should be in **reverse** chronological order (most recent to least recent). Like items should be grouped (all syllabi, all class lists, all evaluations).

Publications (only those since last promotion for full professor candidates)

Class Lists – last 3 academic years

Departmentally solicited student surveys / evaluations: for tenure cases - all courses; for promotion-only cases - the last five (5) years

Syllabi – last 3 academic years

Dissertation (for any case that involves tenure)

Additional student or peer evaluations provided by the candidate, if applicable.

Coversheets

Form B Coversheet – Tenure with Promotion

**College of Arts and Sciences
Promotion and/or Tenure Review**

This page to be filled out for TENURE WITH PROMOTION applicants

(Name of Chairperson/officer)

(Title)

(Signature)

Name of Candidate: **ROBERTA LINDENSEN** Date: **9/19/2017**

College: Arts and Sciences Department: **ALBANIAN STUDIES**

Recommended Rank: **ASSOCIATE PROFESSOR** Credited Years in Rank: **5**

<u>Vote</u>	For	Against	Abstention	Date
<u>Department</u>	12	0	1	9/15/17
<u>Committee</u>				

Define set of eligible voters, how many of these did not vote.

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Form A Coversheet

College of Arts and Sciences Promotion and/or Tenure Review

Candidate's Summary of Professional Activities

Check all categories to which this form applies:

- Tenure
- Tenure with Promotion to Associate Professor
- Promotion to Associate Professor
- Promotion to Full Professor

Candidate's Presentation of Information

Name: **ROBERTA LINDENSEN** Date: **9/19/17**

Rank: **ASSISTANT PROFESSOR** Date of Birth: **JANUARY 15, 1960**

College: **Arts and Sciences**

Department: **ALBANIAN STUDIES**

Date of appointment to faculty rank at Syracuse: **2011**

Academic Background

Education

<u>Institution</u>	<u>Program or Degree</u>	<u>Dates in Attendance</u>	<u>Degree</u>
UNIVERSITY OF CHICAGO	ALBANIAN LITERATURE	1992-1997	PH. D.
UCLA	RUSSIAN LITERATURE	1987-1992	M.A.
GRINNELL COLLEGE	ENGLISH LITERATURE	1983-1987	B.A.

Employment

<u>Ranks Held</u>	<u>Institution</u>	<u>Effective Date of Rank</u>	<u>Years Completed in Rank (before this year)</u>
ASSISTANT PROFESSOR	SU	8-21-2011	10
ASSISTANT PROFESSOR	NYU	8-21-2007	4
INSTRUCTOR	UC BERKELEY	8-21-1998	9

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Form A

Curriculum Vitae

ROBERTA LINDENSEN

12345 MAIN ST. · SYRACUSE, NY 13210 · 555.555.1234 ·

SOMETHING@TMAIL.COM

EDUCATION:

PH.D., ALBANIAN LITERATURE, 1997
UNIVERSITY OF CHICAGO

M.A., RUSSIAN LITERATURE, 1992
UCLA

B.A., ENGLISH LITERATURE, 1987
GRINNELL COLLEGE

ACADEMIC POSITIONS:

ASSISTANT PROFESSOR, SYRACUSE UNIVERSITY, ALBANIAN STUDIES, 2011-
PRESENT

ASSISTANT PROFESSOR, NYU, ALBANIAN STUDIES, 2007-2011

INSTRUCTOR, UC BERKELEY, ALBANIAN LANGUAGE, 1998-2006

PUBLICATIONS:

ALBANIAN CLASSICAL LITERATURE

SYRACUSE UNIVERSITY PRESS, SYRACUSE, AUGUST 2014.

"ASPECTS OF ALBANIAN CLASSICAL LITERATURE," IN *ALBANIAN STUDIES*.
2012: VOL 3.315-387.

COURSES TAUGHT:

SYRACUSE UNIVERSITY

ALB 300 -ALBANIAN FICTION

ALB 200 - INTRODUCTION TO ALBANIAN LITERATURE

ALB 300 - ALBANIAN POETRY

ALB 653 - POST MODERNISM AND ALBANIAN LITERATURE

ALB 623 - ALBANIAN POETS OF THE TWENTIETH CENTURY

ALB 649 - INFLUENCES OF ALBANIAN LITERATURE ON THE WEST

PROFESSIONAL MEMBERSHIPS:

AMERICAN ASSOCIATION OF INSTRUCTORS OF ALBANIAN LANGUAGE AND
LITERATURE. MEMBER: 2006-PRESENT

AWARDS & HONORS:

OUTSTANDING NEW BOOK AWARD FOR *ALBANIAN CLASSICAL LITERATURE*,
2013

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SAMPLE TEXT. THIS IS PARAGRAPH IS INSERTED AS AN EXAMPLE TO GIVE THIS DOCUMENT PROPER FORMATTING. YOUR TEXT NEEDS TO BE INSERTED HERE.

Describe your participation in graduate education other than in a classroom setting. This would include both formal and informal guidance of masters and doctoral candidates as well as membership on thesis committees. If, for some reason, advising in the period prior to current rank is relevant to your case, please explain.

<u>Graduate</u>	<u>Total Number During Current Rank</u>
M.A. Thesis Committee	1
M.A. Thesis Advisor	3
Ph.D. Thesis Committee	10
Ph.D. Thesis Advisor	4

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3. Other

(e.g., Curriculum Development)

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II. SCHOLARLY/CREATIVE WORK

Please follow the guidelines presented in the document “P&T Publications Nomenclature” available at <http://casinternal.syr.edu/>.

1. Publications

List publications in reverse chronological order (most recent items listed first). Candidates are asked to identify their most significant works since their appointment or last promotion, works to which the Committee should pay special attention.

In addition to complete bibliographic information (publisher, inclusive pagination, etc.), provide an annotation for each entry in the form of a brief commentary on such matters as: linkages among items, the nature of the journal chosen, whether its submissions are refereed, why an item that might appear of minor importance to the outsider is really of some importance, editorial constraints on length, sponsorship by outside funding, significance of multiple authorship, etc. If you are applying for Tenure, please identify the relationship, if any, between individual publications and your dissertation.

Although Form A does not request it, the Committee strongly encourages you to preface the annotated bibliography with a brief narrative description or overview of your research and/or creative interests as reflected in your scholarly/creative work (approximately 250 words).

For all publications, indicate whether the work was done elsewhere or at Syracuse, and organize it as before or after your last promotion or appointment.

A. Publications

This refers to books, chapters, articles, reviews, monographs, editorials, works of fiction or poetry, and software which has already appeared and is available in final form through publicly accessible sources.

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B. In Press

This refers to the works of the aforementioned kinds which are completed and in production, but not yet published.

HERE. EXAMPLE, EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE

F. Under Contract

When a book is listed as under contract, it is important to indicate explicitly the state of development of the manuscript. It is well known to the Committee that books can be under contract without having been written, and completed manuscripts under contract may not be accepted for publication.

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G. Other

It is appropriate to list other written products, such as reports or letter to the editor, in a miscellaneous category, titled "Other."

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2. Scholarly Papers and Addresses

Give the title, date read, name of society, place of meeting, length of time allotted, and whether by invitation, selection, or contribution.

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3. Exhibitions and Performance

List place, date, sponsored organization, and indicate whether by invitation, selection, or contribution.

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4. Inventions, Discoveries, Patents, and Improvements

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5. Other Work Completed

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6. Work in Progress

Give title or subject, state of completion, sponsorship when relevant, and estimated place and date of publication, exhibition, performance or utilization.

SAMPLE TEXT. THIS IS PARAGRAPH IS INSERTED AS AN EXAMPLE TO GIVE THIS DOCUMENT PROPER FORMATTING.

7. History of Research Support

Please include your history of research support, grant requests submitted and not funded, grants obtained, and grants presently submitted but not yet decided.

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8. Other Research Information

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III. OTHER SERVICE

1. Department, College, or University committees

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2. Administrative duties

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3. Work with government or industry

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4. Participation in professional organizations

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5. Community activities related to professional work

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6. Other professional service

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IV. DISTRIBUTION OF ACTIVITIES

Describe the way you have distributed your time and effort among the sometimes competing demands of teaching, research, and other service, and indicate any trends in this distribution which you perceive. If you believe you have had some specific understandings with your department which are to some extent out of the ordinary, please describe them.

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Form B

I. DEPARTMENTAL EVALUATION: GUIDELINES AND EXECUTION OF PROCEDURES

Department's guidelines for developing a promotion or tenure recommendation.

EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE EXAMPLE, EXAMPLE, EXAMPLE.

- 1) For tenure cases, describe the procedures followed at each stage of the department's review of the candidate's progress and promise, and the result at each stage. Attach all reviews during the candidate's time at Syracuse, with an indication of the feedback to the candidate. These should be signed copies. If no signed copies are available, indicate that in the file.

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- 2) Please describe the role and membership of any departmental committees that were involved in the final promotion and/or tenure review and the results of their deliberation.

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II. DEPARTMENT CHAIRPERSON'S EVALUATION

This includes a profile of the entire department's faculty and their interests (include a complete list of department faculty and their respective research interests), an analysis of the department votes, summary of ballot comments, and the department chairperson's view of the case.

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III. EXTERNAL EVALUATION

1) Letters from outside reviewers

Insert no fewer than 6 letters from external reviewers: More than half of the letters provided must be from scholars who were selected by the department without input or consultation from the candidate.¹ The Department's list and the candidate's list may have names in common, so long as each list is developed independently. When the Department's list of external referees and the candidate's list of external referees have the same names and the lists are developed independently, the referees common to both lists shall count as coming from the Department's list of referees. Please be sure your letter requests all of the information indicated as required in section II, C. 4 e (pp. 21-22) of the *Policies and Procedures Regarding Tenure and Promotion* (approved 2015).

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¹ The Department's list and the candidate's list may have names in common, so long as each list is developed independently. When the Department's list of external referees and the candidate's list of external referees have the same names and the lists are developed independently, the referees common to both lists shall count as coming from the Department's list of referees.

2) Discussion of outside reviewers

Including: i) Brief summary of reviewer credentials, with special focus on why (s)he is qualified as a reference; ii) candidate and department lists; iii) the process used to identify and solicit reviewers, and any reasons that may have led them to decline to submit a letter; iv) while a full curriculum vitae for each reviewer should not be part of Form B, departments should collect them and have them available at the Committee's request.

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3) Copy of letter sent to outside reviewers

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4) List of items sent to reviewers

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3) Service

Please try to include concrete examples of how the candidate has successfully or unsuccessfully contributed to his/her service responsibilities. Be sure to comment on whether or not the candidate has met the contributions expected at his/her level.

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V. FUTURE NEEDS

(for any case that involves TENURE)

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