



# Tenure and Promotion in the CAS

CANDIDATES

2026-05-12

# Tenure and Promotion application

- ▶ We no longer use Interfolio for application and review.
- ▶ We will use Watermark, but that system is not completely set up, yet.
- ▶ Nevertheless, the processes and concepts are the same:
  - ▶ Timeline
  - ▶ Applicable policies
  - ▶ Making your case (the Argument)
  - ▶ Examples
  - ▶ While U Wait

# Timeline: on or before...

- ▶ **May 15:** Promotion Intent form due to chair; chair signs, forwards to Dean with cc to candidate; begin identify department review committee/s.
- ▶ **June 15:** Chairs complete evaluation of any T or P candidate annual reports.
- ▶ **August 1:** Deans complete evaluation of any T or P candidate annual reports.
- ▶ **August 20:** Department committees finalized, approved by dean, forwarded to Academic Affairs, entered into Watermark (incl who is chair).
- ▶ **Late August:** Academic Affairs conducts T & P kick-off meeting.
- ▶ **Sept 1: Tenure and promotion applications due.** Chairs review for completeness and then make available to Departmental committees.
- ▶ **Sept 2:** Confidentiality forms due to Academic Affairs.
- ▶ ... **see:** <https://www.winthrop.edu/academic-affairs/promotion-and-tenure-timelines.aspx>.
- ▶ **The CAS** also conduct a session in early fall for chairs and committee members.

# Know ye Policy statements!

- ▶ Timeline: <https://www.winthrop.edu/academic-affairs/promotion-and-tenure-timelines.aspx>
- ▶ Tenure, University: <https://www.winthrop.edu/uploadedFiles/Policies/policy-pdfs/academics/2.2.33.pdf>
- ▶ Promotion, University: <https://www.winthrop.edu/uploadedFiles/Policies/policy-pdfs/academics/2.2.27.pdf>
- ▶ Tenure, CAS (will be updated to Watermark):  
<https://www.winthrop.edu/uploadedFiles/artscience/CASTenurePolicyProcedures2025S.pdf>
- ▶ Promotion, CAS (will be updated to Watermark):  
<https://www.winthrop.edu/uploadedFiles/artscience/CASPromotionalPolicyProcedures2025S.pdf>
- ▶ CAS Alignment Statements:  
<https://www.winthrop.edu/uploadedFiles/artscience/CAS-RolesAlignmentStatement-2017.pdf>

# Making your case - - this is an Argument

Overall Case Argument has this form:

- ▶ Premise I: the criteria for <tenure/rank> are {a, b, c, ...}
- ▶ Premise II: my work satisfies criteria {a, b, c, ...}
  - ▶ bulk of case goes here, connecting criteria with artifacts.
- ▶ Conclusion: I should be recommended for <tenure/promotion to rank>

In each area of review, a sub-argument of the same form:

- ▶ Premise I: the criteria for <T/P> in <Review Area> are {p, q, r, ...}
- ▶ Premise II: my work in <Review Area> satisfies criteria {p, q, r, ...}
  - ▶ Remind the reader of the given criterion/a
  - ▶ Illustrate satisfaction of the criterion/a by description of your relevant work
  - ▶ Provide documentation of each specific mentioned

Repeat for all four areas of evaluation

# For example: Student Intellectual Development - TENURE

When considered for tenure, a faculty member should have demonstrated a **consistently effective** record in the area of Student Intellectual Development. Effectiveness in this area is marked by an **impact** on student thinking and learning. Faculty members **must provide evidence** of an ability to **engage** students in **ongoing and significant pursuits of knowledge, critical/reflective thinking, communication, and skill application**. **Evidence** should be provided that illustrates that the faculty member addresses **appropriate student learning objectives**; handles **routine course issues**; maintains **accessibility** to students through a variety of modes of communication; demonstrates best practices in the **design and delivery of courses**; and **reflects appropriately** on teaching effectiveness in ways that show s/he is **responsive** to feedback from students, peers, chair, and dean. Individuals are expected to maintain these expectations throughout a tenured appointment with **appropriate growth**.

<https://www.winthrop.edu/uploadedFiles/artscience/CAS-RolesAlignmentStatement-2017.pdf>, p. 5.

# Use the criteria wording

- ▶ My record demonstrates consistent and appropriately growing impact on student thinking and learning ...
- ▶ My ability to engage students in ongoing and significant pursuit of critical thinking is demonstrated in the following ...
- ▶ The learning objectives in my <course/s> are appropriately aligned with <disciplinary standards x, y, z>. ...
- ▶ Etc.
- ▶ Especially important in Tenure cases:
  - ▶ “reflects appropriately on teaching effectiveness”
  - ▶ “responsive to feedback”
  - ▶ “appropriate growth”
  - ▶ Refer to stated recommendations from supervisors, colleagues, students.
  - ▶ Refer to Pre-Tenure recommendations (required after 2021F hire)

# Promotion

For promotion or appointment to the rank of Associate Professor, a faculty member must demonstrate engagement with students in meaningful ways **beyond what is described for tenure**. Candidates must demonstrate **excellence** in Student Intellectual Development through activities that may include but are not limited to implementing innovative instructional practices; mentoring students; supervising student research; engaging in service learning; or providing supplemental academic support. A successful candidate for promotion or appointment to Associate Professor has demonstrated involvement in **curriculum development** at the course and/or department levels and has maintained a connection to the discipline through **professional development** and reflective practice.

For promotion or appointment to the rank of Professor, a faculty member must demonstrate engagement with students in significant ways **beyond what is described for Associate Professor**. This record should be **sustained and superior**. Further, evidence of creative approaches, instructional renewal, and continuous professional exploration should be provided. A candidate for the rank of Professor is an individual who is **respected among peers**; maintains positive environments that promote student learning and development; and serves as a **mentor** to faculty as they develop strategies to engage students. Finally, a candidate for Professor is recognized as a **leader** in Student Intellectual Development through work on and/or off campus.

<https://www.winthrop.edu/uploadedFiles/artscience/CAS-RolesAlignmentStatement-2017.pdf>, p. 6.

# What can I do before Watermark is set up?

- ▶ Update your CV
- ▶ Review the CAS Roles/Rewards document; make note of criteria to reference
- ▶ Assemble supporting documentation
  - ▶ (Tenure) Review your Pre-Tenure report and letter; make note of alignments with criteria and recommendations for improvement/development
  - ▶ Review your annual reports, evaluations and student course evaluations; make note of alignments with criteria terms and of any occasions for improvement
  - ▶ Review your syllabi and instructional materials; make note of alignments with criteria terms and of any occasions for improvement
- ▶ Compose your letter and/or review area statements
  - ▶ Organize around review areas and the t/p criteria
- ▶ Organize and retitle any documents for clear reference; use clear titles in letter/statements
- ▶ Copy, paste, upload to Watermark once available.

# A few further notes

1. For Academic Responsibility, it is sufficient to mention activities performed/attended and reference satisfaction from Chair's evaluation.
2. Be sure to address shortcomings, previous advice, and how you have responded.
3. Faculty appointed to tenure-track lines 2021F or later must include Pre-Tenure Review docs.
4. Be efficient and organized in both statements/letter and presentation/titling of documents.
5. Be representative in order to be comprehensive: supply a few exemplary specifics while gesturing to a further body of work.
6. **Do NOT** rely on the reader to construct your argument for you.
7. Do NOT include documents that you don't refer to.
8. Start with a general statement of teaching philosophy and practice.
9. Include counts of scholarship. Provide counts of Professional Stewardship, etc.
10. Be sure significance of given venue is clear (scholarly journal ranking).
11. Note table on student/faculty work in scholarship.
12. How to add items after submission: artifact goes to chair, chair sends to committee. (No additions once leaves department.)
13. If tenure and promotion then two letters.
14. Ask a colleague if you can look at their letter.

# Questions?

- ▶ Ask your Chair!
- ▶ Ask a Dean:
  - ▶ [oakesm@winthrop.edu](mailto:oakesm@winthrop.edu); x3041
  - ▶ [sumtert@winthrop.edu](mailto:sumtert@winthrop.edu); x2160