

# *College of Visual and Performing Arts*

## Pre-tenure/ Tenure/ Promotion/ Post-tenure Workshop

Thursday, September 25, 2025, 11:00 am-12:15pm  
Dina's Place

# WELCOME

# Introduction + Purpose of the session

- To learn about the **process/ procedure/ timeline** for Pre-tenure/ Tenure/ Post-tenure and Promotion
- To learn about the **components** of Pre-tenure/ Tenure/ Post-tenure and Promotion
- To learn helpful **tips** for preparation of Pre-tenure/ Tenure/ Post-tenure and Promotion Portfolios
- To learn about available **Resources/Mentorship/ Workshops** related to Pre-tenure/ Tenure/ Post-tenure and Promotion
- To ask **questions** regarding Pre-tenure/ Tenure/ Post-tenure and Promotion

# The Promotion Process

- Faculty who wish to be considered for promotion should first familiarize themselves with the *Process, Procedures, and [Deadlines](#)* as outlined in the CVPA Faculty Manual, the [CVPA Bylaws](#), and Winthrop University Policies and Procedures for the [promotion](#) and [tenure](#) review process.
- CVPA's Internal timeline is set to accommodate the processes required prior to the university deadline.
- By **April 15**, the CVPA Dean's office provides the promotion intention form to faculty via email. This email will include the required process, procedures, and deadlines.
- Faculty members who intend to apply for promotion are responsible for arranging a meeting with their Chair in advance of the **May 1 deadline**, to discuss their eligibility and readiness. This should not take place last minute but should be an ongoing conversation *each year* between the faculty member and chair, as they build their portfolio for this major review. Chairs should also indicate one's readiness for promotion in annual reports.

# The Promotion Process

➤ **Before May 1 (11:59 pm)** After having met with the faculty member:

**If the chair agrees the faculty member is ready to go up for promotion**, they should sign the promotion intention form with their approval, prior to submitting to the **Dean's office on May 1**. The form should be submitted digitally via email to the Dean, Associate Dean, and Dean's Executive Assistant. The applicant must be copied.

**If the chair believes that the faculty member is not ready to go up for promotion**, they should provide their feedback with an action plan (which should reflect recommendations made in annual reviews).

**If the faculty member contests the recommendation**, they should arrange to meet with the Dean to review their candidacy before May 1. University policy states that one can still submit their dossier, however candidates are asked to consider the faculty and administrative time and resources required on all levels for such reviews.

➤ **Before May 15 (11:59 pm) Chairs** submit department committees for promotion to Dean and Associate Dean. Chairs should consult with candidates prior to submitting to ensure there is no conflict of interest with any of the members.

# The Promotion Process

- **May 15 Associate Dean** opens promotion cases and notifies candidates
- **Before June 1 (11:59 pm) Dean/ Associate Dean** provides a list of promotion (and tenure) committee members to the Office of Academic Affairs.

## IMPORTANT NOTE

- Winthrop doesn't have a published number of years of service required to apply for Promotion. It is typical at many institutions, that a faculty serves 6 years at any given rank, prior to applying for promotion to the next. This is like the 6 years of service prior to tenure.
- Should one excel in all areas of review as outlined in the faculty roles document in under 6 years of service, then they have the right to apply for promotion. Likewise, one can have 10+ years of service, and not be ready to apply for promotion in rank.
- Promotion review is based on the work that you have done while working at Winthrop University.

# The Promotion Process

- Promotion Portfolios are always due in the fall- traditionally Sept 1 at 11:59pm
- Faculty under review can see the committee letters throughout the process.
- Faculty can withdraw their application at any time in the process

# The Pre-Tenure/ Tenure + Post Tenure Process

- Pre-tenure, Tenure, and Post-tenure are fixed dates based on your hire date and appointment letter.
- The execution of the portfolio is the same across all three reviews (including promotion)

# Pre-Tenure Review

- Pre-tenure Reviews are meant to be consultative. They help you prepare for tenure. The feedback in this review should be seriously considered and applied in order to have a well-rounded, well put together tenure portfolio that addresses all areas of review.
- The Pre-tenure portfolio submission is traditionally due Feb 15 at 11:59pm in one's third year of employment at WU (or as outlined in appointment letter if credit was extended)
- A pre-tenure review shall be conducted in the third year for faculty hired with no credit for prior service.
  - For faculty hired with one or two years of credit toward tenure, the review will take place in the second year of employment at Winthrop.
  - If a faculty member is hired with three years' credit toward tenure; a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member.
- Review committees include Department, Chair and Dean.



# Pre-Tenure Review

- For faculty hired in Fall 2021 and after, the Pre-Tenure review letter and the faculty member's response must be included in the Tenure Portfolio.
- Your annual reports outline the work you do each year as you work toward tenure. Your Chair evaluation will also address your progress toward tenure in your annual reviews, following pre-tenure review.

# Tenure Review

- Tenure is required on your set timeline. The Tenure portfolio is submitted September 1 at the start of your 6<sup>th</sup> year of employment (or earlier if you have received credit toward tenure. This would have been negotiated upon employment and will appear in your employment letter)
- Faculty are expected to pass the review for continued employment
- In the event that one does not pass the Tenure review, they can appeal to the [Committee on Academic Freedom and Tenure](#).
- Faculty under review can see the committee letters throughout the process
- Candidates for tenure who were awarded years of service from another institution should provide evidence of those years in their portfolio. This is not the case for promotion.
- Faculty members who were awarded years of service from another institution have the option of applying for tenure "early" as dictated by their appointment letter, or on the traditional timeline based on their hire date.

## Credit Toward Tenure

Faculty	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>No Credit</b>			Submit <b>pre-tenure</b> portfolio spring 2027			Must Submit <b>tenure</b> portfolio Fall 2029
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>1 yr. Credit</b>		Submit <b>pre-tenure</b> portfolio spring 2027			Submit <b>tenure</b> portfolio Fall 2028 (if ready)	Must Submit <b>tenure</b> portfolio Fall 2029 (if not yet submitted)
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>2 yrs. Credit</b>		Submit <b>pre-tenure</b> portfolio spring 2027		Submit <b>tenure</b> portfolio Fall 2027 (if ready)		Must Submit <b>tenure</b> portfolio Fall 2029 (if not yet submitted)

❖ Faculty with tenure credit can forgo credit, but must go up in their 6<sup>th</sup> year

❖ Pre-tenure date is it up to the faculty/chair based on their readiness

## Post-Tenure Review

“To receive a “Satisfactory” post-tenure evaluation, the tenured faculty member should provide evidence of continuing commitment to discharging academic duties conscientiously and with professional competence since the initial tenure decision, promotion, or previous post-tenure review. This involvement should include a record of promoting Student Intellectual Development, continued Scholarly Activity, and ongoing Professional Stewardship. Further, the faculty member should provide evidence of a record of sustained academic responsibility.” [Post-Tenure Review, WU Repository](#)

- Faculty must submit materials for Post tenure review on January 10<sup>th</sup> on their 6<sup>th</sup> year following tenure. This occurs every 6 years.
- One is expected to receive a satisfactory pass in their post tenure review in all areas.
- Action plans are set for unsuccessful reviews, which are then monitored carefully for progress by Chair, Dean, Provost, President over a period of 2 years.
- Failure to meet the improvement plan may result in end of employment

# Committees

- Committees are formed 1-2 semesters before review
- Chairs recommend committees/and consult with candidates to ensure there is no conflict of interest
- Faculty cannot serve on any review committees if they themselves are undergoing the same review
- Serving on review committees is expected of all tenured faculty

## Committee Make-up

- Pre-tenure: at least **3** tenured faculty members, which may include faculty member(s) from outside the department
- Tenure: no fewer than **5** tenured faculty, of whom a majority will be tenured within the faculty member's department or academic unit (if possible)
- Post-tenure: **2** members from respective department and **1** external to the department
  - For administrators without fulltime administrative duty: **1** member from respective department, **1** chair or assistant/associate dean, and **1** faculty member from the candidate's academic unit/department if possible.
- Promotion: no fewer than **5** tenured faculty, of whom a majority will be tenured within the faculty member's department or academic unit (if possible)

\*Note: there are cases where there are not enough tenured faculty available in one's department, and in this case, we would look for a faculty in a related discipline outside of the department.

# Committees

- Writing concise, formative and summative reviews in a professional manner is expected of committees.
- The letters hold a lot of weight and should be taken very seriously at all levels.
- Providing constructive feedback is essential. It is essential that you know what is expected in portfolios, so if there are missing items, you know how to address them (either in the letter or by requesting missing information from the Chair/Associate Dean).
- It is important to read Chair reviews, and student evaluations, addressing concerns and progress.
- Communication between the committee and candidate regarding issues/queries must go through via your Chair or Associate Dean who can determine next steps and communicate on your behalf if required.

# The Components of your Portfolio

The components are the same for all reviews

## 1. Application Letter (summary- intent)

- a. It is usually best to write sections 2, 3, 4, 5 first (see following pages), and then summarize each one for the application letter. This application letter is very important and should clearly and succinctly summarize your accomplishments in each area.
- a. CV (Update accordingly)
- b. Evaluations (Faculty and Dean)
- c. Student Evaluations (it is your responsibility to collect, archive, reflect + include these in all reviews)
- d. Peer Review (up to 3 optional)



# The Components of your Portfolio Continued...

## 2. Student Intellectual development

- a. Summary
- b. Make a clear case
- c. Organized Supporting Evidence (student evaluations clearly indicating course and year; syllabi, student work, websites, highlights, extra-curricular (study abroad, exhibitions etc..))

# The Components of your Portfolio Continued...

## 3. Professional Stewardship

- a. Administrative work beyond the usual expected committee work (Committee chair, or major work on accreditation etc.)
- b. Significant curriculum development/ revamp
- c. Prof. Stew to the discipline (serving on boards, juried shows, review conference papers, editing books, etc.)
- d. Supporting Evidence

## The Components of your Portfolio Continued...

### 4. **Academic Responsibility** (what one is expected to do as a full-time faculty)

- a. Teach your classes. Show up. Follow syllabus. Hand in syllabus. Continuous improvement of classes. Interim Grades, office hours, feedback, clear expectations, rubrics, assessment, etc
- a. Attend convocation, meetings, team player, support/ mentor colleagues, etc
- b. Serve on department, college and university, committees. Advising.
- c. Being a contributing member of your department/ college- Assisting in recruitment and Assessment and anything else that requires a team effort in your unit
- d. Supporting Evidence

# The Components of your Portfolio Continued...

## 5. Creative and Scholarly Activity

- a. Summary
- b. Make case
- c. Clearly organize Evidence/ place into categories (exhibitions, shows, publications, conference lectures, performances, etc)

# The Components of your Portfolio Continued...

## 6. Goals and Objectives

- a. Plan for next 2-3 years leading up to Tenure (for Pre-tenure Reviews)
- b. Plan for next 6 years (for Promotion, Tenure, and Post-tenure)
  - a. Show evidence if applicable (Study abroad plan, book outline, etc.)

# The Components of your Portfolio Continued...

## 7. Additional Supporting documents

- a. Anything that doesn't fall into a category
- b. Letters of reference + Support (suggested, not required at Winthrop)
  - a. Peer Review

# Resources: Winthrop University Faculty Roles Document

<https://www.winthrop.edu/uploadedFiles/academics/RolesDocumentApril2011.pdf>

**The document defines Winthrop University's expectations in all areas of review:**

1. Academic Responsibility
2. Professional Stewardship
3. Scholarly and Creative Activity
4. Student Intellectual Development

**It also defines Winthrop University's required expectations for:**

1. Tenured Faculty
2. Rank of Assistant Professor
3. Rank of Associate Professor
4. Rank of Full Professor

**CVPA LED WORKSHOPS  
TO LEARN MORE!**

**Academic Responsibility +  
Professional Stewardship**

- February 21, 2025
- Rutledge 119
- 2pm-4pm

**Creative and Scholarly Activity +  
Student Intellectual Development**

- November 8, 2024
- Rutledge 119
- 2pm-4pm

*College of Visual and Performing Arts*

# Resources: College of Visual and Performing Arts Faculty and Staff Manual...

## [CVPA Faculty and Staff Manual](#)

<b>3. Faculty Evaluation and Development</b>	<b>20</b>
A. Preamble.....	20
B. Definitions of “Faculty” and “Ranks” within CVPA.....	21
C. Procedures and Guidelines for Promotion .....	21
1. Faculty Promotion in Rank .....	21
2. Department Chair Responsibilities.....	21
D. Procedures and Guidelines for Tenure.....	21
1-2. Faculty Pre-tenure and Tenure Review.....	22
E. Post-Tenure Review.....	22
F. Evaluation of Faculty Performance.....	22
1. Annual Report.....	22
2. Procedures for Assessment of Teaching.....	22
G. Faculty Professional Development .....	22
1. CVPA Travel Guidelines.....	23



## Portfolio Tips...

- When writing each section, make sure you are making your case! Sell yourself! Provide evidence!
- Give your reader/ evaluator what they need to see. Do not have them work to find it.
- It is the faculty member's job to provide everything the reader/ evaluator requires.
- Refer to/ defend your case based on Winthrop's published expectations in all areas of review (next 2 slides)
- Start early and seek help from your peers.
- Chairs, Associate Dean, and Dean are all available for consultation and mentorship

# Portfolio Tips Continued...

- Use language that can be understood by those outside of your discipline. Do not assume your reviewers know everything about your position or research.
- Explain why your event, conference, organization, and/or research is important. Avoid acronyms unless you list them in their entirety first and then only use them in a confined portion of the portfolio.
- While you can reference prior noteworthy achievements throughout your career (your letter and CV are the most appropriate place for this information), your portfolio and evidence should focus on the last 6 years.
- Cataloging events as local, state, regional, national, and international is a great way to show your readers the scope of an activity.
- Provide only relevant information. Do not use filler. We do not need to know what podcasts you listened to, TED Talks you have watched, or performances you have attended.
- In the case of Promotion and Post-tenure, focus on what you have achieved since your last promotion or since receiving tenure
- If you are coming from another institution, when appropriate, **focus on what you have achieved while at Winthrop first**, and then document what you have achieved prior to Winthrop, if it is related.

## Portfolio Tips Continued...

1. Making your case is clearly important but get to the point. The reviewer needs you to succinctly lay out the information for them in the narrative. Write clearly and do not repeat yourself.
2. Some achievements will fall across more than one area. Before you begin writing narratives, make a list under each category outlining your achievements. If one achievement clearly expands across more than one area, place it where you need it most. For example, if you curated or choreographed a student opportunity outside of your course load (Exhibition, performance, study abroad, etc)... that can fall under *Student Intellectual Development*, *Professional Stewardship* or even *Creative and Scholarly Activities*. Place it in the section that you need it most and defend it well.

## Portfolio Tips Continued...

- There is nothing wrong with referencing something twice. If you choreographed a public show with students, and chose to place it under *Creative and Scholarly Activities*, you might make reference to it also in the *Student Intellectual Development* narrative (but without the details):

Example: “I aim to provide professional, extra-curricular opportunities for students outside of the classroom by laying the groundwork for professional, peer reviewed projects for students. This is exemplified in my choreographed work titled XYZ, which was performed at the Blumenthal Performing Arts Center in Charlotte in spring 2021. (To learn more please see the *Creative and Scholarly Activities* section of this portfolio).”

- If you chose to place this choreographed work under *Creative and Scholarly Activities*, then in that section you will clearly describe how that work/ research/ scholarly activity is aligned with your research goals in XYZ, with details, recognition, reviews, evidence, etc.
- If you chose to place this choreographed work under *Professional Stewardship*, then in that section you will clearly describe how your expertise contributed to community engagement and practice resulting in...etc.

## Documentation / Supporting Evidence...

When applying for tenure and promotion, faculty must have a portfolio of work that demonstrates accomplishment in the areas of *Student Intellectual Development*, *Scholarly Activity*, *Professional Stewardship*, as well as the fulfillment of *academic responsibility*.

While Documentation of faculty accomplishments will be accumulated through the annual report Process, including this in your portfolio is crucial to support the evaluation process. **Never ask the reviewer to go back into an annual report.**

In the areas of *Student Intellectual Development*, *Scholarly Activity*, and *Professional Stewardship*, faculty will provide **evidence and reflection to demonstrate their level of engagement, their achievements, and the impact of their efforts.** **MAKE YOUR CASE SUCCINCTLY!** If you provide dot points or a numbered list, unpack that list with details.

# Keep it organized...

In each section under review, it is helpful to **organize your content under headings and subheadings**. Example:

## Creative and Scholarly Activity

### Current Creative Research

### Contributions to the Discipline

### Dissemination of Research

#### Exhibitions

- Museums
- Commercial Galleries
- University Galleries

#### Curatorial Work

#### Conference presentations

#### Workshops

#### Publications

- Conference Proceedings
- Scholarly Articles
- Book Chapters
- Catalogs

### Awards

### Grants

# Documentation / Supporting Evidence...

- Evidence is required for each section. Create Folders NOW and begin archiving your evidence. Do not leave this to the last minute. Collect this evidence from your annual reports each year in preparation for these milestone reviews.
- You can Submit Evidence in PDF format
- Instead of submitting a 300-page PDF (difficult for the reviewers to locate specific items if needed), we suggest that you categorize and uploaded several PDFs
- Example for Creative and Scholarly Activity:
  - Exhibitions (solo and group)
  - Published Papers
  - Curatorial Work
- Example for Student Intellectual Development:
  - Syllabi
  - Student evaluations
  - Peer Teaching Evaluations
  - Extra Curricular work (study abroad, Internships, etc.)
  - Assignment briefs and student outcomes/ work
  - Assessment rubrics
  - Recorded Zoom session

## Documentation / Supporting Evidence...

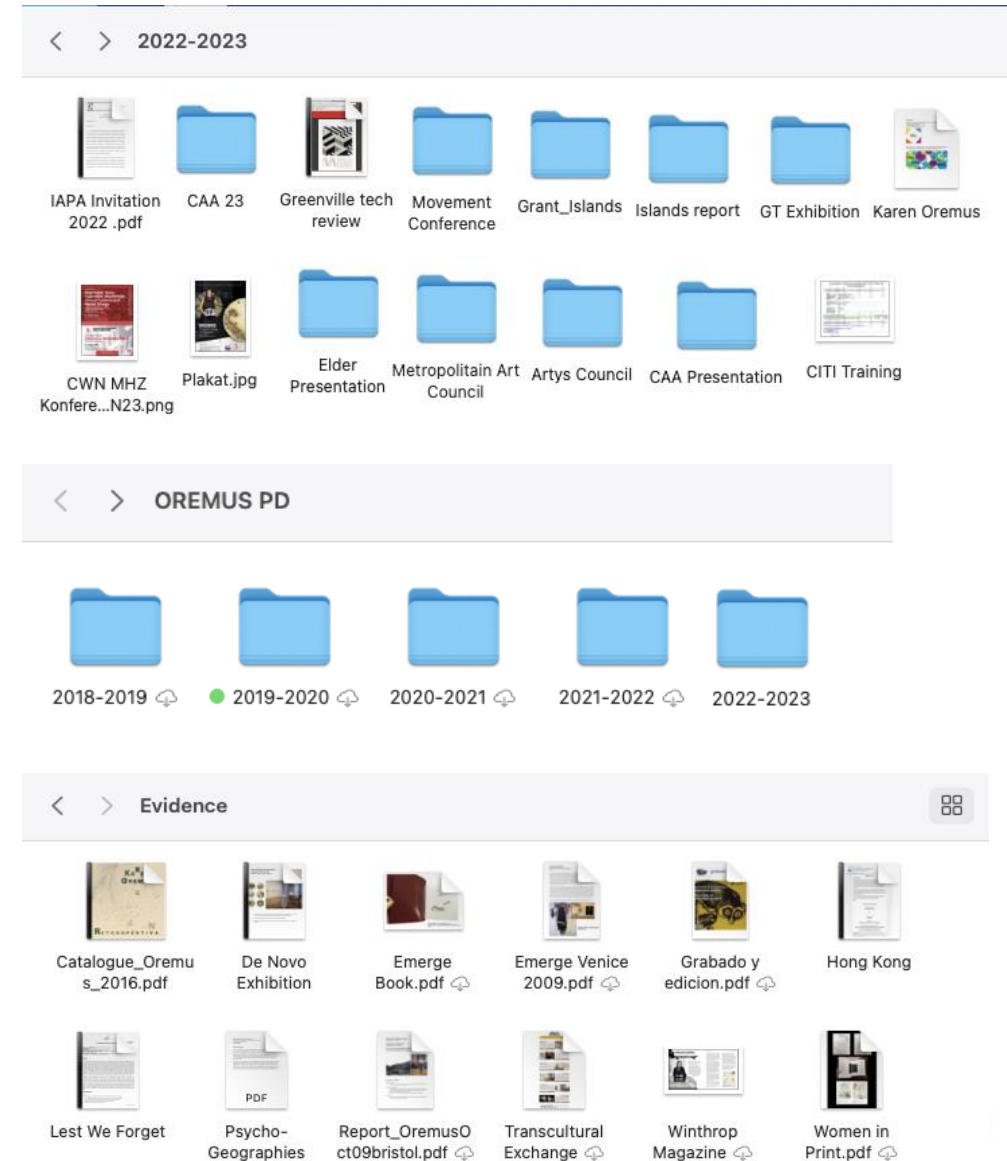
- You can embed links in your PDF documents to published media (YouTube)
- Never link to a Google Folder as this is not time stamped. Linking to folders or word documents is not permitted as it allows access to insert material post deadline. Test your links, have others test your links. If you are not experienced in creating links, then it is best not to use them, and upload PDFs directly to the evidence section.



# Get Organized...

**At the end of each year, or throughout the year...**

- Collect evidence in organized, categorized folders
- This way you can build your evidence over time and not have to scramble to find it when it comes time for your review.
- You need this evidence for your annual report, anyhow.
- Take note that well written annual reports with ample evidence allows your chair to better gage your trajectory toward tenure and promotion.
- Incomplete annual reports may leave your chair in question as to whether you are ready for promotion in rank.



# Process and Candidate Response Letters

Candidates will have the opportunity to read and respond to:

- The department committee review letter.
- The department Chair review letter.
- The college committee review letter.
- The Dean's review letter.

Candidates receive a Faculty 180 notification when each letter has been submitted.

# Process and Candidate Response Letters

Candidates may upload a response letter if it meets the following criteria (this is not required):

- Must be submitted within three business days from uploading of the committee/chair/dean letter. Letters received after this time will not be considered.
- The response letter to the department/college committee or chair/dean.
- The response letter shall not exceed 1000 words.
- The response letter is to be a direct response to issues raised by the committee/chair/dean in order to clarify the candidate's original portfolio submission or correct factual errors in the committee/chair/dean letter.
- Response letters move along with the portfolio throughout the remainder of the review.

## College Mentors

- Senior faculty (chairs/assoc. dean can make recommendations)
- Chairs
- Associate Dean

# *College of Visual and Performing Arts*

Pre-tenure/ Tenure/ Promotion/ Post-tenure

## Questions?