Please distribute this page to all candidates

Materials to Be Submitted for
Tenure, Promotion, Probationary Review, or Multi-Year Appointments

The following materials supporting the review of faculty in each category are to be submitted unbound to the Office of the Provost and Vice President for Academic Affairs. Colleges and departments may require submission of additional materials for review at the local level. If you have questions, please call Diane Dooley (3036).

Promotion and Tenure for Faculty

The same materials are required for individual or combined applications for tenure and promotion.

Colleges shall submit the following materials for tenure and promotion applications to the Office of the Provost:

A. A summary list, prepared by the Dean’s Office, of the names of all faculty in the college who are being considered for promotion and/or tenure; the list will include the type of application submitted and the College Committee’s and Dean’s recommendation (s) for promotion and/or tenure (for/against).

B. A completed Promotion and/or Tenure Application Checklist for each applicant with the following documents which must be included, attached unbound to the completed checklist:

1. Letters of evaluation and committee recommendations.
   a. Department evaluation of teaching, scholarship, and community service performance in relation to criteria in the Faculty Handbook, 4.A. 3.-A.4, 5A., and for library faculty, 11.I. 1-5, including student evaluation summaries of all courses taught by the applicant in the past two years, and other strengths and weaknesses.

   Library faculty shall submit two evaluations of appropriate to librarianship or professional responsibilities (Faculty Handbook, 11.B.3.a.) in lieu of student evaluation summaries.

   b. College Rank & Tenure Committee evaluation and recommendation

   c. Dean’s independent evaluation and recommendation

2. External Evaluations

   a. At least three current, confidential letters from reviewers in the candidate’s field of expertise are required. These evaluations are external to Loyola University New Orleans. Include identifying information about the reviewers.
and a description of any prior relationship between the reviewer and the candidate. All letters received from external reviewers must be submitted.

b. A copy of the letter used to request the reviews

3. A statement of not more than five pages written by the candidate to put past work into perspective and to outline future goals growing out of that work. The statement should help reviewers see relationships among the individual’s teaching, research, and service and how these activities have built the foundation for continued professional growth.

4. A current curriculum vitae presenting such information as research publications, artistic achievements, service, grants, and papers presented, etc. Refereed and nonrefereed publications should be identified. Joint authors of articles should be listed in the order in which they appear, and the nature of one’s role in research projects and other joint efforts should be clearly described, including the percent participation of the Loyola applicant.

5. A copy of two publications or other material reflecting scholarly or creative endeavors of the candidate. No more than two representative samples should be forwarded. If the department, college or the rank and tenure committee has looked at a greater quantity of material, the candidate should be consulted about selecting the material to fit the restricted space requirements at the University level.

C. A current copy of the department’s and college’s approved promotion and tenure review process criteria

Probationary Reviews for Faculty

The following materials shall be submitted to the Provost and Vice President for Academic Affairs for approval of probationary reviews shall include the following:

A. A list prepared by the Dean’s Office of all probationary faculty in the college who are being reviewed including the College Committee’s and Dean’s recommendation(s) for renewal (for/against).

B. A completed Probationary Review File Checklist (provided by the Office of the Provost and Vice President for Academic Affairs) for each applicant with the following materials attached to each checklist:

1. Committee(s) or Department evaluation(s) letter(s) and recommendation to the dean

2. Dean’s evaluation letter

3. A current curriculum vitae
Renewal Reviews for Extraordinary Faculty
(Multi-year appointments only)

The following materials shall be submitted to the Provost and Vice President for Academic Affairs for approval of renewals of multi-year appointments of Extraordinary faculty:

Material submitted shall include:

A. A list prepared by the Dean’s Office of all Extraordinary faculty in the college who are currently being reviewed including a brief statement of the Dean’s recommendation for each renewal (for/against).

B. A completed Multi-year Renewal Review File Checklist (provided by the Office of the Provost and Vice President for Academic Affairs) for each applicant with the following materials attached to each checklist:

   1. Committee(s) / Department evaluation(s) letter(s) focusing on teaching effectiveness and other duties specified for the position

   2. Dean’s evaluation letter

   3. A current curriculum vitae