2015
LSA DIVISIONAL AFFAIRS
PROMOTION OVERVIEW

JULY 21, 2015
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Welcome & introductions
Layered review
Your role / not your role
What’s new?
Reminders & tips
Promotion calendar
Electronic submission
Teaching documentation
November & December...
LSA EC decision not to promote
LSA deadlines
Web address & contact information
Schedule for next session
Questions
Promotional layered review involves:

► Regents
► Provost & President
► College of LSA
► Departments & Programs
YOUR ROLE

- Schedule Meetings
- Gather Materials
- Prepare final documentation that comes to the college
You do not determine:
• who is arm’s length
• what to included in the case or not
• course comparisons

You are not:
• the last set of eyes on the case. That falls to the chair/director who should provide a final review before sending the case to the college

Chair/director should consult with their Divisional Associate Dean regarding any special circumstances!
Cover Letter from the Chair/Director:

- Provide a subject line with the candidate’s name, all current titles, employee UMID, and date of hire to the tenure track.
- Provide a 2-3 sentence assessment on the impact the candidate’s research or scholarly work has had either within his/her own field or more broadly.
- Provide a summary statement of strengths & weaknesses of the candidate, and the rationale for the decision to tenure &/or promote.
Joint Appointments
- Joint appointment definition in guidelines (page 10)
- Verify all instructional- & research-track appointments in Wolverine Access
- Admin home responsible for coordinating review with other units

Exclusions from the Tenure Clock
- Request before promotion process begins
- Request within one year of event
- No information about exclusion in promotion documents
- Candidate held to same standard

CV Tips
- Set deadline for updates
- Date CV was updated on first page
- Must have correct UM titles
- Include grant / PI details
- No personal information on CV

Cut-off Dates
- No updates on research materials once submitted to College
External Review Letters:
- Minimum is 6 letters in the case
- 5 must be at arm’s length
- 2 must be chosen only by the department
- See page 5 of guidelines for expanded definition of arm’s length

Conflict of Interest for Candidates:
- Candidate has the right to identify conflict of interest issues they might have with external or internal reviewers
- See page 6 of guidelines

Where appropriate use “exclusion from the tenure clock” rather than “delay of tenure review” in the Chair’s/Director’s cover letter
November 2015 to mid-February 2016 - DEC reviews & College EC reviews & votes

February 10th - Provost’s deadline

February 26th - Divisional associate deans notify chairs/directors of College decisions

Early May - Provost communicates decisions

May 19th - Regents confirm promotion decisions

Promotion Calendar at
http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/promotions
PDFs of dossier and publications must be uploaded as separate files to SharePoint

See link below for Appendix 3a Tenure & Promotion or 3b Promotion Checklist & SharePoint instructions

Checklist & SharePoint Instructions at http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/promotions
At LSA we will:

► Review promotion packets
► Prepare case materials for college review
WHEN THE EC DECLINES TO PROMOTE

- Notification to Department
- Unit’s Appeal to the College EC
- Final EC Decision
- Notification to Candidate
COLLEGE DEADLINES

- **Wednesday, November 4th (noon)** for promotion with tenure cases
- **Monday, December 21st (noon)** for promotion to professor & research faculty promotion cases
PREPARING PROMOTION AND TENURE
TEACHING HISTORY REPORTS
(OR HOW TO USE MAGIC TO DEFEAT EVIL)
REPORT GOALS

- Provide a summary view of teaching history
- Provide details about each section taught, excluding Independent Studies
- Show meaningful comparisons between candidate and other instructors for the same or similar courses
WORKFLOW

- Find courses taught by candidate
- Find good comparison teaching. Work with curriculum chair or other knowledgeable faculty member to find these.
- Display the data – Sort, fix issues related to credit ranges, add non-teaching major terms, manage combined sections
- Calculated weighted averages
Go to Management Reporting System (MRS)
Click on Student or HR menu
Find “Teaching History (for promotions)” report
Enter uniqname of candidate for promotion, and date ranges, if needed
Click “Get Data” for first pass through
Click link to “Save Teaching Record to Excel” as your summary report
FIND COMPARISONS

- Get help from Curriculum Chair or faculty member working on assembling promotion case
- Enter courses taught by candidate in Comparison part of teaching history report and click on show “Both” in the middle of the page for first time through
- Delete those comparison records that are not an appropriate match
- Hunt for more comparisons if you don’t have 5 good ones
Produce 2 reports a) Teaching Summary and b) Comparison Report
Copy, paste, sort, insert blank rows, fix numeric fields that turned evil (0’s, and 5-10 becomes May 10)
Keep cross-listed and meet-together sections grouped. Use color to show which sections go together (same class, same term)
Use Academic Affairs template as guide
Delete duplicate EE (Q1-Q4) scores on cross-lists, meet-togethers
Add line for missing fall or winter terms to summary report with brief explanation for why no teaching that term
CALCULATE WEIGHTED AVERAGES

- Check to make sure Combined section data are not repeated
- Handle team-taught courses by giving appropriate weight
- Do this LAST (unless you enjoy re-applying formulas)
- Use the Magic Formula
- Save to 2 decimals
### Why Weighted Averages Matter

<table>
<thead>
<tr>
<th>Class</th>
<th># Resp</th>
<th>Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>3</td>
<td>4.9</td>
</tr>
<tr>
<td>Class B</td>
<td>4</td>
<td>4.85</td>
</tr>
<tr>
<td>Class C</td>
<td>150</td>
<td>3.02</td>
</tr>
<tr>
<td>Class D</td>
<td>330</td>
<td>2.44</td>
</tr>
</tbody>
</table>

**unweighted average** 3.8  
**weighted average** 2.65
If you believe courses aren’t showing properly, or at all, or if some data seem incorrect, please let me know (Rob Wilke - rfw@umich.edu; 763-3139)
See our webpage at:
http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/promotions

or contact us at:
Kathe (kdavids; 5-0658 )
Rm# 2152
Mandy (amvogel; 5-0659)
Rm #2150
UPCOMING SESSION

Join us at the fall session on
“Putting the Promotion Case Together”
October 14th 1:30pm-3:00pm