

Tenure and Promotion at ETSU  
[https://www.etsu.edu/policies/documents/aca\\_tenure\\_5.8.2017.pdf](https://www.etsu.edu/policies/documents/aca_tenure_5.8.2017.pdf)  
[https://www.etsu.edu/policies/documents/aca\\_promotion\\_5.8.2017.pdf](https://www.etsu.edu/policies/documents/aca_promotion_5.8.2017.pdf)

Bill Kirkwood  
Vice Provost for Undergraduate Education  
[kirkwood@etsu.edu](mailto:kirkwood@etsu.edu)

### Timeline

1. Mid-May: Department chairs notify faculty that they may or must apply in the coming cycle.
2. You will submit application on or before September 15<sup>th</sup>; Board of Trustees acts in late April.
3. Customary time to apply for tenure is in September of final year of the probationary period, including any credit for prior service.
4. You may apply earlier, but pending revision of policies, this will be your only chance to apply.
5. Credit for prior service must be awarded at time of hire. You can request reduction in no later than May 15<sup>th</sup> prior to final year of probationary period.
6. Stopping the tenure clock: If major personal challenges affect your ability to perform some aspects of your job, you may ask to “stop the tenure clock” for up to one year.

### Department & College Criteria <https://www.etsu.edu/senate/facultyhandbook/colldept/>

1. Should guide department chairs’ and deans’ annual evaluations of faculty.
2. Should guide third-year reviews.
3. All levels of review should apply them.

### Teaching

1. Create a teaching excellence folder.
2. If you’ve attended instructional development, how did you act on what you learned? What were the results?
3. SAIs: Identify valid concerns or opportunities; plan improvements; document actions, results.
4. Peer evaluation of teaching must occur prior to the term in which you apply for tenure or promotion.
  - Must include observation of your teaching.
  - Ask reviewers to examine your syllabi, websites, handouts, tests and assignments.

### Research & Creative Activity

1. Document significance and influence of your work.
2. Document quality of journals, outlets and venues in which you present your work.
3. If there will be external reviewers of your work, you get to help select them.

### Service

1. Document service as you go.
2. Ask committee chairs to write letters stating what you did, how well you did it.
3. Provide evidence of the results of your service for those served and for ETSU.
4. If you do academic advising, document how much you do and how well you do it.