

APPLICATIONS FOR PROMOTION AND TENURE: PROCEDURES FOR THE "LAKESIDE" SCHOOLS OF LOYOLA UNIVERSITY CHICAGO

APPLICANT PROCESS: The applicant prepares a dossier that should include the following items, in this order:

1. Essay of application describing how the applicant understands him/her self as having satisfied the requirements of their academic unit's promotion standards.
2. An up-to-date Curriculum Vitae
3. For those applying for tenure, a copy of the letter or memo provided by the dean at the conclusion of the applicant's Mid-Probationary Review.

These materials should be scanned as a *single document* and should be entitled: [Last name], [First Name] Application for The pdf file is delivered to the appropriate office at the department or school level. The *application* should contain nothing more than this.

Many applicants are also expected to submit *Supplementary Material* such as teacher-course evaluations, copies of publications, course syllabi, etc. and also supportive letters from individual inside or outside the University (which are considered "testimonials," as distinct from the "external reviews" discussed below). Such *Supplementary Material* can be delivered in whatever form is easier: as hard copy or as additional pdfs. In any case, it is delivered to the appropriate office in the department or school which forwards it, eventually, to the Office of Faculty Administration, Room 719, Corboy Center, WTC.

COLLEGE/SCHOOL PROCESS: The appropriate individuals and offices proceed with the (departmental and) school-wide review of the application. As part of that review, confidential external reviews are solicited from respected scholars in the field. At the conclusion of this process, the School prepares a dossier including the following items, in this order:

1. Recommendation of the Dean
2. Recommendation of the School-Wide Committee
3. Recommendation of the Department Chair (if such)
4. Recommendation of the Department Committee (if such)
5. Assessments of external reviewers

These materials should be scanned as a *single document* and should be entitled: [Last name], [First Name]: Recommendations regarding Promotion and Tenure / Tenure / Promotion. This pdf file, along with the Application pdf and any pdfs or hard copies of Supplementary Material, are delivered to the Office of Faculty Administration.

In Colleges and Schools that offer MA and/or Ph.D. programs, a copy of the application is also forwarded by the College/School to the Dean of the Graduate School. His office independently delivers a Recommendation to the office of Faculty Administration

NOTE: Whether applicants ALSO need to submit one or more hard copies of their application itself for school-wide review is at the discretion of the dean. The school or college may also have further regulations about the way in which supplementary material should be delivered. Applicants should be sure to confirm and follow school-based requirements.