



Applications for Promotion and Tenure: Procedures for the Lakeside Faculty of Loyola University Chicago

Preparing people to lead extraordinary lives

Candidates for promotion and/or tenure should be well versed in the requirements for promotion and/or tenure as outlined in his/her Department/College/School's *Guidelines for Promotion and Tenure*. The P&T Guidelines document outlines both the timeline of the application process and the materials that must be included in the candidate's portfolio to provide evidence of the candidate's performance in the areas of teaching, research/scholarship, and service. At every level in the review process promotion and/or tenure decisions are based on a careful examination of this evidence, as presented in the candidate's portfolio.

Application Process:

Candidate Level:

- Prepare portfolio and submit portfolio to office of Department Chair or office of the Dean early in the fall semester of his/her promotion and/or tenure review year. The specified date is found in the Department/School's *Guidelines for Promotion and Tenure*.

Department Level (if applicable):

- Department P&T Committee reviews Candidate's Portfolio and makes recommendation regarding promotion and/or tenure to Chair
- Department Chair reviews Candidate's Portfolio and makes recommendation regarding promotion and/or tenure to Dean

School Level:

- School-wide P&T Committee reviews Candidate's Portfolio and makes recommendation regarding promotion and/or tenure to Dean

Dean Level:

- School/College Dean reviews Candidate's Portfolio and makes recommendation regarding promotion and/or tenure to Provost
- Graduate School Dean (for candidates in Schools/Colleges with MA/PhD programs) reviews Candidate's Portfolio and makes recommendation to Provost

Submission to University Rank & Tenure Committee via Faculty Administration: **December 1 Deadline**

- At the conclusion of the School/College review process, the Dean's office prepares **two** Candidate documents to be submitted electronically to Faculty Administration.
- **Candidate Document #1: Recommendations regarding Promotion & Tenure/Tenure/Promotion**
 - This electronic file includes the following items, in this order:
 - Recommendation of the Dean
 - Recommendation of the School-Wide Committee
 - Recommendation of the Department Chair (if applicable)
 - Recommendation of the Department Committee (if applicable)
 - Assessments of External Reviewers
 - These materials should be **scanned as a single document** and should be entitled: [Last name], [First name]: Recommendations regarding Promotion &

Tenure/Tenure/Promotion

- **Candidate Document #2: Candidate Portfolio Materials**
 - This electronic file includes the following items, in this order:
 - Candidate Narratives/statements on Research, Teaching, and Service—as prescribed by dept/school P&T guidelines
 - Candidate CV
 - For tenure applications, a copy of Dean’s Mid-Probationary Review letter
 - These materials should be ***scanned as a single document*** and should be entitled: [Last name], [First name]: Candidate Portfolio Materials
- Hard copies of Supplementary Materials, i.e. “the tenure box” are delivered to the Office of Faculty Administration in Burrowes Hall, Lake Shore Campus