

# Promotion Progress Narrative

## Candidate Instructions

When faculty are ready to apply for promotion, they will submit a Promotion Progress Narrative along with their Cover Sheet. Whereas the Faculty Promotion Cover Sheet provides a quantitative overview of the faculty member's progress toward promotion, the narrative will provide a more detailed qualitative description that expands on items listed under the four categories on which faculty are evaluated: teaching, research/scholarship/creative activity, service/outreach, and advisement. Some faculty members also have administrative duties; others do not have advisement expectations. NB: Mentoring is included under Teaching in Policy 206. The narrative should also feature the faculty member's unique contributions to the department, the university, the community, and/or the faculty member's field of study. The narrative should be no longer than five pages. In the year the faculty member becomes eligible for promotion; only one narrative of no more than five pages should be included. That narrative should trace a thread or a progression that has run throughout the candidate's years of consideration towards promotion.

Organize the qualitative narrative around the categories below in alignment with those included in your Annual Goals Planning Document, or where applicable, Agreement of Responsibilities. Indicate each heading using the Heading 1 within Word. You may have three, four, or possibly five of these headings.

Once your narrative is complete, export it to a PDF format and upload it to the appropriate area within your Watermark workflow.

## Section Headings

TEACHING

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

SERVICE/OUTREACH

ADVISEMENT

ADMINISTRATIVE