

Tenure Progress Narrative

Candidate Instructions

Each year during the annual tenure track review, a faculty member will submit an annual Tenure Progress Narrative along with an updated Faculty Tenure Cover Sheet. Whereas the Faculty Tenure Cover Sheet provides a quantitative overview of the faculty member's progress toward tenure, 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 may also have administrative responsibilities; others may or may not have advisement responsibilities. Please note that Mentoring is included under Teaching in Policy 205. 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. If a tenure-track faculty member has been involved in activities that are not listed on the cover sheet but are relevant to tenure progress, those items should be included in the narrative.

Each year's narrative averages around three pages. In the year the faculty member comes up for tenure application appointment; only one narrative of no more than five pages should be included. That narrative should provide highlights from previous narratives or, where appropriate, trace a thread or a progression that has run throughout the candidate's tenure-track years.

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