

## Promotion Progress Narrative

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 two pages. In the year the faculty member becomes eligible for promotion, only one narrative of no more than two 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 included in the Agreement on Responsibilities, or Annual Goals Planning Document. Indicate each heading in bold. You may have three, four, or possibly five headings.

### **TEACHING**

### **RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY**

### **SERVICE/OUTREACH**

### **ADVISEMENT**

### **ADMINISTRATIVE**