

PROMOTION PROGRESS NARRATIVE

Each year during the promotion process, a faculty member will submit a Promotion Progress Narrative along with the Form P1 Promotion Cover Sheet. Whereas the 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 administrative expectations. ND: 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 faculty member has been involved in activities that are not listed on Form P1 but are relevant to promotion, those items should be included in the narrative.

Each year's narrative should be no longer than two pages. In the year the faculty member comes up for promotion, only one narrative of no more than two 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 promotion process.

Organize the qualitative narrative around the categories included in the Annual Goals and Planning document (AGP) or Agreement of Responsibilities (AOR) for the current year. Indicate each heading in bold. You may have three, four, or possibly five headings:

TEACHING

RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

SERVICE/OUTREACH

ADVISEMENT

ADMINISTRATIVE