

**Information for 2020-21 Promotion to  
Senior Laboratory Instructor Candidates and Chairs**

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Subject: Review for Promotion to Senior Laboratory Instructor, 2020-21      Date: April 10, 2020

To: Chairs of Senior Laboratory Instructor Candidates      From: Kathleen McCartney, Chair  
Committee on Tenure & Promotion

I am writing to you in your role as department chair, regarding your department's 2020-21 promotion reviews to senior laboratory instructor. Details of the process are summarized below and a schedule of deadlines is attached.

### ***Dossier***

The candidate will submit dossier materials electronically through Interfolio, a web-based program that streamlines review processes. Interfolio accepts a range of file types and formats, however, candidates with materials that cannot be submitted digitally should consult with Hayley Spizz about process and reimbursements for associated costs.

Dossier materials should include a curriculum vitae, personal statement, record of teaching form, and any additional evidence of teaching, professional achievement, and service consistent with criteria defined in section VI.E.2.d of the *Policy of Appointment, Reappointment, Promotion, and Tenure*. The scope of the materials included in the dossier is at the discretion of each candidate.

The committee will not accept new materials for a dossier after **November 1**. However, new information regarding materials already in the dossier, or honors received, etc., may be submitted up to **January 15**; the committee may request status reports regarding materials in the dossier after that date. Letters not solicited by the committee will not be accepted after **January 15**.

### ***Voting Members***

Promotion to senior laboratory instructor shall be voted on by the tenured faculty in the department.

### ***Policy, Guidelines, and Forms***

An H2 form should be completed and returned to the Committee on Tenure and Promotion by December 8, 2020. This form, along with the *Policy*, guidelines, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

If you have any questions about the promotion to senior laboratory instructor review process, please contact Hayley Spizz, Faculty Policies Administrator ([hspizz@smith.edu](mailto:hspizz@smith.edu) or x3005).

KM/hs

cc: Candidates for Promotion to Senior Laboratory Instructor

Enclosures: Deadlines for Promotion to Senior Laboratory Instructor

## Deadline Information for 2020-21 Promotion to Senior Laboratory Instructor Candidates and Chairs

All materials are to be submitted to the Committee on Tenure and Promotion through Interfolio.

Date (no later than)	Candidate Deadlines	Chair Deadlines
<b>September 8, 2020</b> (the first day of classes of the fall semester)	<b>Dossier Materials Due</b> Submit dossier materials including curriculum vitae, personal statement, Record of Teaching form, and any additional evidence of teaching, professional achievement, and service consistent with section VI.E.2.d of the <i>Policy</i> .	
<b>December 8, 2020</b>		<b>Departmental Recommendation and H2 Form Due</b> <ul style="list-style-type: none"> <li>• <i>Departmental recommendation</i>: Submit letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion. Provide candidate with a copy of the letter.</li> <li>• <i>H2 Form</i>: Submit a completed Departmental Procedures Record, H2 form.</li> </ul>
<b>February 20, 2021</b>	<b>Outcome Notification</b> Receive notification of outcome.	<b>Outcome Notification</b> Receive notification of outcome.

Guidelines, forms, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

## Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> <li>• In shared or multiple authorship, specify authorship in terms defined in personal statement.</li> <li>• List names as they appear in the publication.</li> <li>• Indicate whether peer-reviewed.</li> <li>• Use the following sub-headings:               <ul style="list-style-type: none"> <li>○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay</li> <li>○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above</li> </ul> </li> </ul>
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee and other College Service	Including liberal arts advising, major/minor advising, departmental committees and responsibilities (dates served), college committees (dates served), Five College service, lectures for Alumnae Association, etc.

## Promotion to Senior Laboratory Instructor Dossier Guidelines

Candidates are asked to submit the following materials (\* indicates required materials):

Category	Notes
*Table of contents	<ul style="list-style-type: none"> <li>• Detailed list of submitted materials.</li> <li>• May include instructions to readers about materials.</li> </ul>
*Curriculum vitae	CV Guidelines available in this packet
*Personal statement	<ul style="list-style-type: none"> <li>• Brief personal statement on current professional achievement and teaching, plans for the future, and service (not to exceed 2500 words).</li> <li>• In instances of collaborative scholarship, the personal statement should explain how authorship, including "first authorship," is defined in the discipline; the CV should identify authorship in the same terms as defined in the personal statement.</li> </ul>
*Record of Teaching Form	Form available online at <a href="https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion">https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion</a>
Professional Achievement	Evidence of professional achievement (e.g. published materials, unpublished materials, grant applications)
Teaching	Evidence of teaching (e.g. recent syllabi) <i>Note: Candidates should not include the college course feedback reports, as these will be provided by the provost's office</i>
Service	Evidence of service (e.g. departmental/program, college)
Other materials	

## Current and Former Members of the Committee on Tenure and Promotion

### 2019-20 Committee on Tenure and Promotion

- Kathleen McCartney, President, Chair
- Michael Thurston, Provost and Dean of the Faculty
- Elisabeth Armstrong, Study of Women and Gender – through 2021
- Nathanael Fortune, Physics – through 2020
- Dawn Fulton, French Studies – through 2020
- Howard Gold, Government – through 2022 (away in 2020-21)
- Andrew Guswa, Engineering – through 2022
- Alternate: Vicky Spelman

<b>Former Committee Members (from the active faculty)</b>	<b>Dept</b>	<b>Most recent year served (including as an alternate)</b>
Bartlett, Randall	ECO	2017-18
Baumer, Donald	GOV	2008-09
Bradbury, Scott	CLS	2008-09
Cohen, Rosetta	EDC	2010-11
de Villiers, Jill	PSY/PHI	2018-19
Duncan, Lauren	PSY	2017-18
Edwards, Suzan	AST	2011-12
Frost, Randy	PSY	2009-10
Hairston, Andrea	THE	2006-07
Leibsohn, Dana	ART	2017-18
Levin, Susan	PHI	2014-15
Mikic, Borjana	EGR	2016-17
O'Rourke, Joseph	CSC	2018-19
Patey, Douglas	ENG	2012-13
Peckol, Paulette	BIO	2017-18
Rudnitsky, Alan	EDC	1999-00
Staelin, Charles	ECO	2018-19
Whittier, Nancy	SOC	2009-10
Yasutomo, Dennis	GOV	2017-18

## How T&P Works

### Information about the Committee on Tenure and Promotion's Procedures & Practices

- Committee Charge: The charge as stated in VI.C.8.b of the *Faculty Code* is: “This Committee shall consider all tenure and promotion decisions, whether proposed by the President, by this Committee, by the department, or by the candidate.”
- Role of Chair: The president serves as chair and presides over the committee.
- Confidentiality: All materials and discussions are kept confidential.
- Professionalism: The tenor of committee discussions is serious and professional. Members are expected to listen carefully to others and not interrupt. All views—convergent and divergent—are to be voiced. During deliberations the committee is not to consider personal information, including a candidate’s personality, family life, health status, or family members’ health status.
- Timeline: The committee holds monthly business meetings in the fall, first discussions about the candidates in December, second discussions and meetings with departments, and possibly candidates, in January, and then monthly business meetings in the spring.
- Criteria: In evaluating candidates for tenure and promotion, the committee applies the criteria as written in section II of the *Policy of Appointment, Reappointment, Promotion and Tenure*.
- Reader Assignments: Early in the fall semester, the committee finalizes reader assignments for all candidates. There is a first and second reader, who are responsible for reading all case materials—including published papers, books, and all teaching evaluation and feedback comments—and presenting the candidate to the full committee in December. The readers describe and analyze, providing an overview of the candidate’s scholarship, teaching, and service, and identifying the candidate’s strengths and weaknesses. They summarize the departmental recommendation letters and outside evaluator letters, including areas of disagreement. They also recommend one or two representative works to be read by all committee members.
- Key Documents: At a minimum, all members read the key documents for each candidate: CV, personal statement, record of teaching form, reappointment recommendation and outcome letters (for tenure only), institutional considerations (for tenure only), outside evaluator letters (for ladder faculty only), departmental recommendation letters, affiliated unit letters, and readers’ recommended publications.
- Meetings with Departments: Before winter recess, the committee determines whether they will meet with the voting members for a candidate. If the departmental vote was not unanimous, a meeting is required. However, the committee may meet with a department for a variety of reasons (e.g., to address questions about an outside evaluator letter, to gain better understanding of field-specific norms, etc.). If the committee determines there will be a meeting, the department and candidate receive notification. Additionally, the department receives specific questions in advance.
- Voting: There is an anonymous paper-ballot straw vote taken at the end of each first discussion that is held in December. There is a second anonymous paper-ballot straw vote taken at the end of each second discussion that is held in January. Following the completion of the committee’s deliberations, they reconvene for final votes. During the final vote meeting there is no discussion, and votes are cast by anonymous paper ballot. No abstentions are permitted. The president votes only in the case of a 3-3 tie.