

The Retention, Promotion, and Tenure Review Process Perspectives and Expectations at the College

1. Visit the Promotion and Tenure Departments/Forms/Training Schedule website at <http://www.montana.edu/wwwprov/PTDDocs/>
 - a. Read the document and follow the directions.
 - b. Attend the training meeting that is scheduled the first Monday after final's week on May 9.
2. Identify the document by which you will be reviewed. See #40 in the above cited document. Include a copy of the document in your notebook.
 - a. Familiarize yourself with the document, and the criteria and the standards at the department, college, and university. The college review committee uses the college criteria and standards.
 - b. Departmental Review Committee-please cite the document in your letter.
3. Cover Sheet-type of appointment and distribution of responsibilities
 - a. Identify your responsibilities (e.g., percentage assigned to teaching, research, service, and other). If percentages differ over the course of the review include documentation that shows the percentages for each new year of review.
4. Put together a well-organized notebook.
 - a. Include all materials that are required for your level of review (see documents website).
 - b. Include all of the required supporting documentation (for teaching, research, and service) in the main notebook.
 - c. Include all of the required supporting documentation in the supporting notebook in an organized manner.
 - d. Follow the instructions for the number and size of notebook-notebooks have been returned by various committees due to this oversight.
5. Include an accurate and up-to-date vitae. Information in the vitae and your notebook documentation needs to be consistent.
 - a. Clarify your research publications (e.g., peer-reviewed; on-line journal, etc.).
 - b. Clarify your presentations (e.g., peer-reviewed, invited, state, national, etc.) and include evidence.

