

Suggested Guidelines for the Promotion Narrative (Spring 2019)

As faculty we are only given the chance for two promotions. The first, promotion from Assistant to Associate Professor is tied in with tenure; the second is promotion from Associate to Full Professor. The promotion from Associate to Full is a big step in one's career and as such the Faculty Personnel Committee has expectations for the level of performance one should be exhibiting and continue to exhibit after this final promotion. Therefore, the Faculty Personnel Committee requests both a Promotion Narrative for Full Professor and a Self-Report. Similar to the Tenure Narrative, as an encapsulating document for the time spent as an Assistant Professor, the Promotion Narrative for Full Professor could discuss what one has done and accomplished since tenure and what one plans to do in the future as the highest-ranked professor in the OWU community.

This narrative should not strictly repeat information in your Self-Report, which only reflects three years worth of work. Rather, this narrative should add to or complement the information presented in your Self-Report and provide a bigger picture of what you have accomplished at the rank of Associate and what you plan to do at the rank of Full. Your narrative should include evidence of honest self-reflection, which the Committee believes is important for intellectual and professional growth as a professor. **Below are some suggestions for how to organize your narrative.** The Committee does not expect you to address each question, but simply to use them as guidelines for the sorts of information you might wish to consider for inclusion. Ideally, the Promotion Narrative should be about 5 pages, and read in conjunction with your Self-Report should add rather than repeat information.

Category I: TEACHING

- Overall, what are you most proud of that you have accomplished in Category One at the rank of Associate? You can discuss teaching, advising, mentoring, or anything else that you feel falls under Category I. Has your work in Category I during the Associate years changed or taken any new directions?
- How might you continue to improve and modify your work in Category I moving forward? (e.g. new classes, the ways in which you teach, advising, mentoring)

SCHOLARSHIP

- What are your overarching goals in this category, and what evidence can you share to show you are accomplishing these goals?
- What are your plans in this category after you are promoted to Full?

SERVICE

- What are your overarching goals in this category, and what evidence can you share to show you are accomplishing these goals? (Discuss department-level and OWU campus community especially.)
- Usually at the rank of Associate Professor, faculty take on more responsibilities in Category III. Describing the ways in which you make significant service contributions to the OWU community helps us understand the extent of your work in Category III.

OTHER POINTS TO CONSIDER:

- If you have been considered for Full Professor before and did not receive the promotion, how have you addressed the feedback the Faculty Personnel Committee gave you in prior counseling letters?