Continuance File Guidelines

The following guidelines should help junior colleagues undergoing the continuance process create appropriate electronic files for tenured faculty to review. The pdf file should be 35-50 pages + course evaluations + publications + developed service materials. Files should be organized in the following sequence:

1. Title Page
2. Table of Contents
3. Introductory Material
   - A 2-page, single-spaced introductory letter to tenured faculty providing an overview of the past academic year and goals for the next year in teaching, research/creative activity, and service. Include reactions to suggestions from last year's continuance letter. Save the detailed response to course evaluations for later section.
   - CV (inclusive of all relevant service activities)
   - All continuance letters from previous years (or semester)
4. Teaching Section
   - Teaching overview, including response to course evaluations and reaction to mentor letters (3 pages, single-spaced maximum)
   - Grade distributions for all classes taught in the previous academic year
   - Mentor letters (years 2-5)
   - Selected syllabi, assignments, exams referenced in letter and/or overview—include new preps/assignments or material supporting reaction to continuance letter
5. Publications—include only published/accepted articles/creative work
6. Service Materials—include only developed materials (such as new program development, handbooks, web pages); don't include documentation materials (such as flyers announcing programs you led, programs for events). All service activities should be listed on CV (see #3).
7. Other material that is difficult to categorize that is necessary to make the case for continuance
8. Appendix with copies of course evaluations

Notes

- ❖❖ Brand new colleagues undergoing a January review will have a shorter file.
- ❖❖ Department head's evaluation reports should not be included.