

## Tenure Progress Narrative

Each year during the tenure-track process, a faculty member will submit a Tenure Progress Narrative along with the Faculty Tenure Cover Sheet (AT1). Whereas the Faculty Tenure Cover Sheet provides a quantitative overview of the faculty member's progress toward tenure, 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 advisement expectations. NB: 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 tenure-track faculty member has been involved in activities that are not listed on AT1 but are relevant to tenure, 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 tenure, 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 tenure-track years.

Organize the qualitative narrative around the categories included in the Agreement on Responsibilities or Faculty Workload. Indicate each heading in bold. You may have three, four, or possibly five headings.

### **TEACHING**

### **RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY**

### **SERVICE/OUTREACH**

### **ADVISEMENT**

### **ADMINISTRATIVE**