



**UNIVERSITY  
OF GUAM**  
*Unibetsedåt*  
**GUAHAN**

**Office of Academic and Student Affairs**  
**Promotion and Tenure Committee Academic Year 2008-2009**

September 9, 2008

To: UOG Faculty

From: Promotion and Tenure Committee  
Donald R. Shuster (for the Committee)

**Subject: Solicitation of Applications for Promotion or Tenure or Both**

The Promotion and Tenure Committee for Academic Year 2008-09 is ready to accept applications for promotion in rank, or tenure, or both. Although applications and all required materials may be submitted at any time, only those completed applications received on or before **December 19, 2008** (last day of Fall Semester) are guaranteed a final recommendation by the Committee by the end of Spring Semester, **May 22, 2009**. Additionally, all completed application packages received by the Human Resources Office no later than 5 PM on the last day of Spring Semester, 2009, shall be guaranteed a Committee recommendation before the end of the following Fall Semester, 2009 (*BOR/Faculty Union Agreement*, 2008, Article V, p. 25 (2) and (3)).

A faculty member is considered for promotion and/or tenure by **self-application** only. A separate application form should be completed for each action requested. Promotion and tenure administrative procedures are specified in the *BOR/Faculty Union Agreement*, 2008, Article V, pages 21-34). Also, the UOG "**Revised Comprehensive Faculty Evaluation System Document**" (CFES) approved by the Board of Regents on February 16, 1999 provides the evaluative framework and criteria for promotions and tenure recommendations made by the P&T Committee. The CFES of 1999 remains the second defining document (the *Agreement* being the other) until any proposed revisions are approved by the Board of Regents.

Faculty should check their eligibility, requirements, and criteria for promotion and tenure by carefully reading the sources noted above and consulting your School or College Administrator: dean, director, or executive director.

Page 24 of the *BOR/Faculty Union Agreement* 2008, states, "The completed application package shall include:

- (1) an application form (available from the Human Resources Office) indicating what action is being requested and what **roles and percentages** are to be evaluated in support of the requested action;
- (2) a signed statement (part of (1)) authorizing access to the applicant's Official Personnel File by members of the Committee;
- (3) a **comprehensive statement** elaborating and explaining the applicant's roles;
- (4) **documentation** supporting the comprehensive statement including an **up-to-date vita**;
- (5) **all CFES Plans** since date of last promotion or date of initial tenure-track hire, whichever applies, and;
- (6) the Dean/Director's annual **CFES evaluative letters**, since date of last promotion or date of initial tenure-track hire, whichever applies; and
- (7) a list or no fewer than five (5) persons from whom the Committee shall seek recommendations.

UOG Station, Mangilao, Guam 96923  
Telephone: (671) 735-2970 Fax: (671) 734-3636  
A Land Grant Institution Accredited by the Western Association of Schools and Colleges  
The University of Guam is an Equal Employer and Provider



This list of names shall include at least two (2) **current members** of the applicant's Division or other assigned area. At least one (1) of those two (2) names shall be a current member of the applicant's academic **discipline** at the University of Guam, except when the applicant is the only member of that academic discipline.

Applicants are encouraged to include in their list of references the names of academic or professional peers from outside the University." (*Agreement*, 2008, p. 24)

The committee recommends that applicants choose referees carefully and provide them with a copy of your comprehensive statement and vita (resume) for their reference. Generally, it is recommended that you choose five or six on-campus and one or two off-campus referees to provide input to the Committee. Applicants are strongly advised to not request more than ten (10) letters of reference. P&T is not a popularity contest.

To assure receipt of your application materials by the Committee, please hand carry your completed application package as defined above to the Human Resources Office (HRO).

The UOG "**Comprehensive Faculty Evaluation System**" (CFES) approved by the Board of Regents provides a framework for promotion and tenure recommendations and decisions. Annual performance evaluations by the appropriate administrative supervisor of the College/School and evaluations by peers shall constitute important evidence of the quality of a faculty member's performance. Under no circumstances will a faculty member be granted promotion or tenure without clear documentation of **excellent performance** in his or her primary role (CFES pp. 9-10).

The faculty applicant shall notify his or her appropriate Administrator, in writing, that he or she has applied for promotion and/or tenure (*Agreement*, p. 21).

Criteria for Roles are stated in the **CFES** will be used to evaluate performance, pp. 4-9. The P&T Committee members will also attend to the sections dealing with "Role Activities", "Possible Elements of Evidence," **CFES**, pp. 15-25; and "Professional Commitment and Responsibility," **CFES**, pp. 26-30 to assist them with their evaluation.

The ideal P&T application package is well organized and conceptualized, well documented with evidence, concise, and germane to the applicant's roles. Please refer to both the *Agreement* and the **CFES**. Applicants are advised to have one (and only one) binder for each role. Some of the best application packages have been those organized according to the **CFES** criteria. Furthermore, applicants are advised not to have more than three (3) binders of 2-4 inches total. A fourth **small** binder containing Dean/Directors annual evaluations and your CFES annual plans and other related documents would be helpful. Finally, applicants are advised to **NOT** submit student work.

Assistance for individuals with disabilities is available upon request from Ms. Elaine Faculogogue, Institutional Compliance Officer – Equal Employment Opportunity (EEO)/Americans with Disabilities Act of 1990 (ADA) and Title IX Office. Telephone: (671) 735-2244; Telephone Device for the Deaf (TDD) no.: (671) 735-2243; Email: eeo-ada@guam.uog.edu.

The P&T Committee looks forward to receiving your completed application. Please consult the *BOR/Faculty Union Agreement* regarding eligibility and procedures, and the **CFES** for criteria.

UOG Station, Mangilao, Guam 96923  
Telephone: (671) 735-2970 Fax: (671) 734-3636  
A Land Grant Institution Accredited by the Western Association of Schools and Colleges  
The University of Guam is an Equal Employer and Provider



**University of Guam**  
**Promotion and Tenure Committee**  
**Academic Year 2008-2009**

**APPLICATION FORM**

\_\_\_\_\_ Date

Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Unit: \_\_\_\_\_

Current Rank and Discipline: \_\_\_\_\_

Date of tenure track employment at the University: \_\_\_\_\_

Date of last promotion at UOG: \_\_\_\_\_  
(If you are uncertain, verification may be obtained from the Human Resources Office.)

Are you tenured? \_\_\_\_\_

What is the effective date of your reappointment (continuing employment)? \_\_\_\_\_

Action desired \_\_\_\_\_ Promotion to: \_\_\_\_\_  
(Choose one only): \_\_\_\_\_ Tenure

**Major Roles:** Check at least 3 appropriate ones (please consult CFES, pp. 3, 9-11): indicate appropriate percentages (must total 100%). **Note:** Must have at least 50% in major role for either promotion or tenure.

For Promotion

\_\_\_\_\_% Instruction  
\_\_\_\_\_% Creative/Scholarly Activity or Research  
(minimum 5%)  
\_\_\_\_\_% Extension and Community Activities  
\_\_\_\_\_% University and Community Service  
(minimum 5%)  
\_\_\_\_\_% Library Academic and Research Support  
\_\_\_\_\_% Counseling Center Academic Support

100% TOTAL

For Tenure

\_\_\_\_\_% Instruction  
\_\_\_\_\_% Creative/Scholarly Activity or Research  
(minimum 25%)  
\_\_\_\_\_% Extension and Community Activities  
\_\_\_\_\_% University and Community Service  
(minimum 15%)  
\_\_\_\_\_% Library Academic and Research Support  
\_\_\_\_\_% Counseling Center Academic Support

100% TOTAL



I \_\_\_\_\_ (Print Name) authorize the members of the UOG Promotion and Tenure Committee to access my Promotion and Tenure package and Personnel Files for the purpose of review of my P&T application package.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List below no fewer than five (5) people from whom you wish the committee to seek recommendations. Please include at least two (2) current members of your Unit (U), of whom at least one (1) is a current member of your discipline (D) at UOG. Please designate these individuals with a U or D next to the name. Finally, please do not exceed more than nine recommenders.

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_