Preparation for Promotion Review  
(Advice to Candidates for Promotion to Associate Professor of the Practice)

The purpose of this document is to explain what you will be asked to do for your promotion review and to provide some suggestions regarding how to prepare for the review.

The timeline for the major steps in this review will be as follows:

**May-June**  
External reviewers are selected and their willingness to help is confirmed.

**July**  
Copies of your personal statement, CV (external version; see below), and representative publications are sent to external reviewers.

**Fall Semester**  
Copies of your course syllabi, a summary of your teaching ratings, means and standard deviations of the GPAs of grades awarded, and typewritten copies of student comments are assembled.

Your faculty colleagues observe your teaching.

The faculty of your department eligible to vote on your promotion meet to discuss your candidacy for promotion and to vote1.

The chair of your department sends your promotion dossier, the results of the departmental vote, and chair’s memorandum to the Dean.

The Peabody Promotion and Tenure Committee meets to consider your candidacy.

**January**  
The Dean sends your dossier and her recommendation to the Provost’s Office.

**Spring Semester**  
The Provost reviews your dossier.

You are notified of the Provost’s decision.

You will be apprised informally of the outcome of the vote in your department. Between that time and notification of the Provost’s decision, there will be no news regarding the status of your case.

*External reviewers.* Late in the spring semester of the academic year prior to the academic year of your review you will be asked to supply names, titles, brief biosketches, and contact information for six prospective external reviewers. The reviewers you

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1 A positive decision at each level in the review process assures the advancement of your candidacy to the next level.
suggest will be most credible if you select them not only on the basis of their credentials, but also because their reviews would be expected to be unbiased.

The external reviewers you suggest must be full professors from distinguished universities (preferably among the top 25) with exemplary programs or faculty in your field.

The reviewers you propose should have no professional or personal interest in your promotion, as might be expected of your dissertation or thesis advisor, a co-investigator on one of your grants, a co-author, a former classmate, a former colleague, a person who has supplied a letter of recommendation for you, etc. Such closely-connected individuals are ineligible to serve as external reviewers for your promotion review.

Curriculum vitae. Your will need to prepare two versions of your CV:

1. External version. This CV, which will be sent to your external reviewers, should be in the same format used for your annual report of professional activities. Please be sure to date both this version and the internal version.

2. Internal version. This CV, which will be used only within Vanderbilt, is the external version annotated with information about the roles of individual authors of any of your papers with multiple authors. This information should be provided in a sentence or two, perhaps including percentages, for each paper (or book) with multiple authors. For example, if you produced a particular paper with two coauthors (Doe and Jones), the annotation might be something like the following: "I conceived this study, collected and analyzed the data, and wrote the first draft of the manuscript (80%). Doe (15%) helped refine the design of the study and commented on drafts, while Jones (5%) assisted with the data analysis and read the final draft." The use of percentages is optional, and you will not be disadvantaged if you choose to omit them.

Personal statement. Copies of your personal statement regarding your scholarship, the external version of your current CV, and copies of representative publications will be sent to external reviewers. Please consult your departmental review committee regarding the date by which these items will be needed.

Your personal statement affords you an opportunity to provide a summary of your professional accomplishments and plans in the context established by the personal statement(s) you submitted for your previous review(s) and the counseling letter(s) you have received. As you think about your statement for your promotion review, you should revisit your earlier statement(s) so you can be sure to relate your more recent work to the directions you set for yourself earlier. Also, you should note how you have responded to specific suggestions that may have been included in your counseling letter(s).
Your personal statement must be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others). *Please divide your statement into two separate sections:*

1. *Scholarship (this section will be sent to external reviewers)*
2. *Teaching and Service*

As you develop your statement, you should feel free to consult with the members of your review committee and other faculty in your department.

*Teaching-related information.* For each course you have taught in your most recent six semesters at Vanderbilt, your department will be required to report means and standard deviations of all course evaluation questionnaire items and students’ written comments (typewritten). Please use the Excel template available from the Peabody Dean’s Office (Suzan McIntire) for reporting the quantitative data. If you wish to comment on the numerical ratings, please focus on items 4, 7, and 9. In addition, you will be asked to supply copies of your course syllabi. Also, the faculty review committee will report, for each class you have taught, the mean and standard deviation of the GPA of grades awarded. Finally, as mentioned above, your faculty colleagues will need to observe your teaching. Of course, you should feel free to supply other information about your teaching if you wish.

J. H. Hogge
23 April 2013