

Title: Faculty to Submit Promotion and Tenure Application

Objective: The candidate will complete and submit the Promotion and Tenure application to the Department Chair.

Prepared by: Bonnie Adams

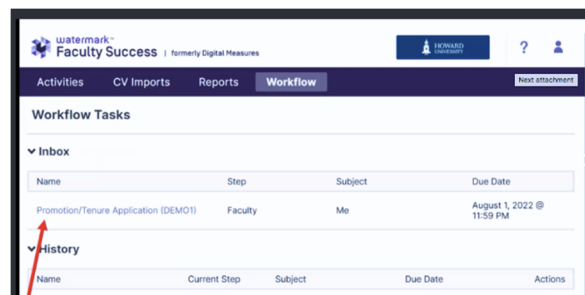
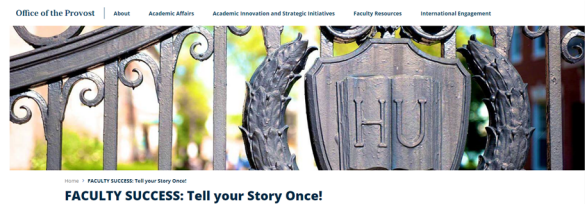
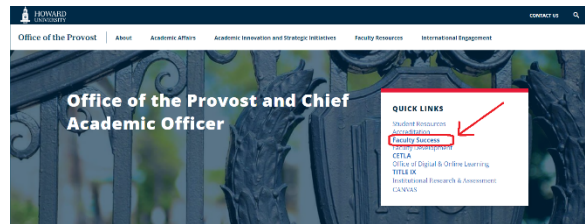
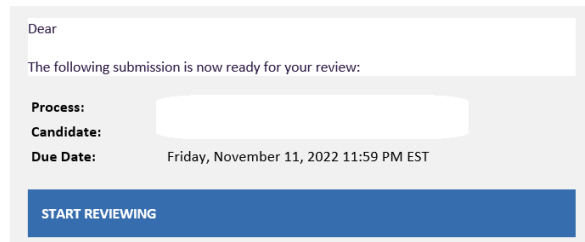
1. As the candidate you will receive a notification from Faculty Success when the Department Chair has acknowledge the external reviewer recommendations and the application is ready to be completed.

2. Faculty Success uses the **Howard Single Sign On (SSO)** process, so please sign on with your **howard.edu** account before proceeding. The easiest way to do this is:

Open your browser (Chrome is suggested)

- Go to the [Howard University Provost's website](#) and select Faculty Select from the Helpful Links section (clicking the link in this step will take you there automatically).
- Scroll down the Faculty Success page to the **Faculty Success Login icon**
- This will walk you through the **Howard Single Sign On (SSO)** process.
- Once you have authenticated your Howard ID, you will automatically be logged into Faculty Success.

3. Once logged in, documents can be accessed from the Workflow Inbox.



4. As a candidate for Promotion and Tenure, the ePortfolio must now be created by following the instructions listed.

5. You may leave and come back to this form as needed by clicking the Actions menu and selecting Save Draft. Once you have finalized the responses click the actions menu and select Submit to the Department Chair to Request External Reviews

6. Under Application Type please select:
 - Promotion application
 - Tenure application
 - or Promotion and Tenure application

7. Under Position Information please select:
 - the appropriate School or College
 - the appropriate Department
 - the Current Appointment Type
 - Current Rank / Title (please make sure to click through so that all options are viewed) and
 - the Proposed Rank and Title (again please be sure to click through so that all options are viewed)

8. If you have received a Tenure Clock Extension please select Yes or no if you have selected yes and upload the tenure clock extension file.

INSTRUCTIONS

Applicants for promotion and/or tenure at Howard University must complete a faculty application for promotion and/or tenure and assemble and submit an electronic portfolio of supporting documentation. Specifically, this "e-Portfolio" addresses the applicant's educational and professional qualifications, and documents the applicant's record of achievement.

You should have already submitted the names and contact information for two external reviewers to each provide an objective evaluation of your scholarship.

After you submit the e-Portfolio, it will be forwarded to the department Chair (or, in schools without departments, to the Office of the Dean) so that the application can be evaluated by (1) the Appointments, Promotions, and Tenure (APT) Committee of the department, (2) the department Chairperson, (3) the APT Committee of the school or college, and (4) the Dean of the school or college. These evaluations are to be completed in accordance with the criteria established in the Faculty Handbook (2019) and the APT guidelines applicable to the respective schools and colleges and academic departments.

You may leave and come back to this form as needed by clicking the **ACTIONS** menu and selecting **SAVE DRAFT**. Once you have finalized your responses, click the **ACTIONS** menu and select **SUBMIT TO DEPARTMENT CHAIR TO RECOMMEND EXTERNAL REVIEWS**.

Application Type*

- Promotion & Tenure Application
- Promotion Application
- Tenure Application
- Promotion & Tenure Application

Department*

Position Information

School/College*

Arts and Sciences

Department*

African Studies

Current Appointment Type*

Probationary Tenure Track

Current Rank/Title*

Probationary Tenure Track Associate Professor

Proposed Rank/Title*

Tenured Associate Professor

Have you received a tenure clock extension?

Yes

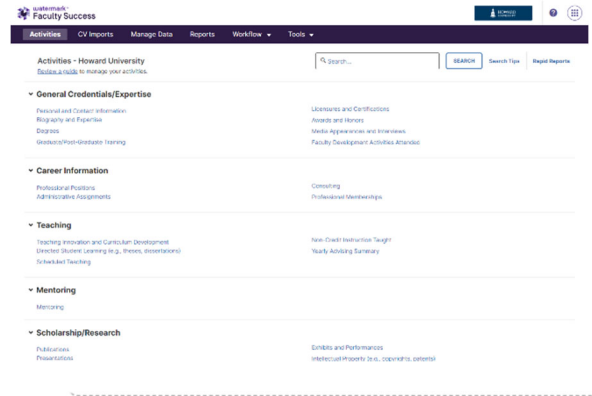
If yes, please attached the Tenure Clock Extension below.

[Drop files here or click to upload](#)

Tenure Clock Extension.pdf (14.67 KB)

9. The ePortfolio of supporting documentation is completed based on information that has been completed in the **Activities** section of Faculty Success.
10. if you have not yet completed the **Activities** section of Faculty success you are strongly urged to go through and complete the appropriate sections
11. When completing the CV report all that is needed is to click on the **Refresh Report** button
Click on your CV to ensure that it is complete and current. If there is information that is missing or needs to be updated save this form using the **Actions** button and Save Draft and then click on **Activities** to update the information. Finally, after you have updated your **Activities** come back to this form and click on the Refresh Report button
The **Faculty Activity Report** is similarly generated based on information within your **Activities**.

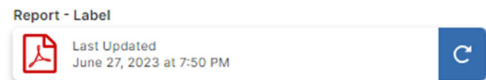
12. **For Clinical Instruction and Professional Practice CET Faculty only:** upload here any Clinical Instruction Professional Practice documentation required by the department school or college to which you are applying.



e-Portfolio of Supporting Documentation

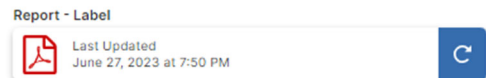
Curriculum Vitae

Click on your **CV** below to ensure it is complete and current. If there is information that is missing or needs to be updated, **Save** this form and then click on **Activities** to update the information. Finally, after you have updated your Activities in the system, come back to this form and click **Refresh Report**.



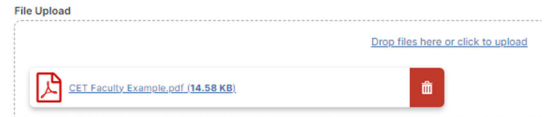
Faculty Activity Report

Click on your **Activity Report** below to ensure it is complete and current. If there is information that is missing or needs to be updated, **Save** this form and then click on **Activities** to update the information. Finally, after you have updated your Activities in the system, come back to this form and click **Refresh Report**.



Clinical Instruction & Professional Practice (CET Faculty Only)

CET Faculty: Upload here any clinical instruction/professional practice documentation (e.g., engaging in exemplary management of progressive contemporary health care services, student precepting) approved by the department, school or college to which you are applying.



13. Additional Supporting

Documentation: Finally upload any other supporting documentation you wish to have considered (a cover letter, teaching philosophy, executive summary, teaching evaluations, etc)

Please note that this has been divided into sections:

- Teaching Documentation
- Scholarship Documentation
- Service Documentation
- Other Supporting Documentation

Use your best judgment in adding information where you feel appropriate.

Additionally multiple PDFs can be combined into a single document for ease of use for viewers.

14. Once all documentation has been added please click on the **Action button and click **Submit to Department Chair to Request External Reviews.****

This step will move your application to the Department Chair to contact the external reviewers.

15. The application can then be tracked by monitoring the Workflow History

16. Should you have any questions, please contact facultysuccess@howard.edu

Additional Supporting Documentation

Finally, upload any other supporting documentation you wish to have considered (e.g., a cover letter, teaching philosophy, executive summary, teaching evaluations, etc.).

Teaching Documentation [Drop files here or click to upload](#)

Scholarship Documentation [Drop files here or click to upload](#)

Service Documentation [Drop files here or click to upload](#)

Other Supporting Documentation [Drop files here or click to upload](#)

Save Draft

Submit to Department Chair to Request External Reviews

Workflow Tasks

▼ Inbox

Name	Step
Faculty Performance Evaluation System (FPES) 00 TEST	Faculty

▼ History

Track your application here

Name	Current Step	Subject
DEMO Decanal Evaluation (duplicate)	Associate Provost	Me
03/29 DEMO (TEMP) Initial Appointments SWOD	Completed	Me
DEMO Reappointment Faculty Application	Completed	Me