Tenure-Track Renewal Process  
Academic Year 2021-2022 Timeline

February 12, 2021: Provide a list of all faculty renewal cases to the CHSS Dean’s Office

February 19, 2021: List of all candidates due to the Provost’s Office

**Interfolio Deadlines**

Late-Spring, 2021: Casebooks are created by CHSS administrator and links are sent to candidates

November 24, 2021: Candidate submits required documents to Interfolio and case is forwarded to Procedural Checkpoint for initial review of materials. Once casebook is reviewed, it is forwarded to department faculty for review and voting.

December 16, 2021: Department letter uploaded to Interfolio and case is forwarded to Chair/Director for review

February 1, 2022: Chair/Director letter uploaded to Interfolio and case is forwarded to Dean for review

March 18, 2022: Dean recommendation form is completed in Interfolio and casebook is forwarded to the Provost’s Office

Late Spring, 2022: Provost will act on the recommendation for promotion and new multi-year appointment. Candidate will be notified in writing of the decision.
Renewal casebooks consist of the following elements:

- Dean recommendation form (recommendation form completed in Interfolio)
- Department chair letter
- Department committee letter, including a table that indicates the number of votes for: In Favor, Opposed, Abstained, Not Voting, and Absent
- Department committee roster, including rank of each faculty member
- Candidate's statement(s) about teaching/mentoring and research statement, including future plans (not to exceed 8 pages).
- Candidate's employment chronology, particularly at GMU, to include: name of employer; position titles; date(s) of hire (month and year); position location (city and state); brief description of position duties, date when appointed to tenure track position.
- Candidate's vita should include GMU employment history and clear evidence about research and scholarship. Please be sure to include the following:
  - Publications (peer and non-peer reviewed), including journal articles, books, book chapters, monographs, etc.
  - Sponsored research activity and grant and contract awards in support of research, creative activity, and professional practice.
  - Conference and other scholarly presentations (peer-reviewed and invited).
  - Artistic and professional performances and exhibits.
  - Intellectual property, patents, and evidence of relevant entrepreneurial activities may also be provided for consideration toward promotion or tenure.
  - Other evidence indicating scholarly recognition and reputation.
- The range of the candidate's teaching, learning, and mentoring should be highlighted. Evidentiary material for teaching effectiveness should include:
  - Table of student course evaluations, including semester, course, number of students enrolled, median ratings for “Teaching Overall” and “Course Overall”
  - Student course evaluation summary (can include student comments, if reflective of the entire population of comments)
  - Peer evaluations and/or LAU head evaluations of course materials and/or classroom teaching. CHSS requires a minimum of two peer teaching observations, should be two different observers – at least one by the department chair, two different teaching periods, and at least one performed during the three most recent teaching periods.
  - Evidence of teaching quality (select two):
    - Syllabi, assignments, and other course materials
    - Student learning assessment (e.g., feedback on student work, rubrics)
    - Design, implementation and assessment of teaching innovations
    - Engagement in curricular initiatives, including - but not limited to - participation in Mason's strategic initiatives (e.g., Mason Impact, OSCAR/Students as Scholars, Writing Intensive courses, Active Learning Classrooms, etc.)
    - Online program, curricular, and course development, implementation, and assessment
  - Additional materials in support of teaching may also include (if applicable):
- List of student projects, theses and dissertations completed and in progress (graduate and undergraduate, as chair and committee member)
- List of professional development activities that support student learning and teaching innovation (within and outside of Mason)
- Unsolicited letters from students, colleagues (within and outside of Mason), and alumni,
- Examples of Scholarship of Teaching and Learning (SoTL) activities (can be included here or in the research section, depending on the nature of the contribution)

- Evidence for research and scholarly achievement is demonstrated by original publications and peer reviewed contributions to the advancement of the discipline/field of study or the integration of the discipline with other fields; by original research, artistic work, software and media, exhibitions, and performance; and by the application of discipline- or field-based knowledge to the practice of a profession.
  - CHSS renewal candidates should submit copies of published research, including copies of any books or edited collections already in print. It is up to individual candidates and departments to determine whether all materials should be provided or only a representative sampling.
- Other supporting evaluative materials (testimony about service or outreach, evidence of academic entrepreneurship, etc.) -- not to exceed 4 pages.
- A certificate documenting successful completion of the following trainings (Note: these required trainings must be in compliance when your casebook is reviewed by the Provost – specific dates are noted below):
  - Title IX Overview and Sexual Harassment Prevention (In person) or Bridges: Building a Supportive Community (online equivalent)
    - This is a yearly training, which must be completed on or after May 1, 2021.
  - Ethics (in-person) or Tools for an Ethical Workplace (online equivalent)
    - This is a bi-yearly training, which must be completed on or after May 1, 2020.
  - Equal Opportunity: A Fair Shake (in-person) à Intersections: Preventing Discrimination and Harassment (online equivalent)
    - This is a bi-yearly training, which must be completed on or after May 1, 2020.