

Document Requirements

As part of the Post-Tenure Review (PTR) process, several documents are to be made available to the PTR Committee.

Documents supplied by the Department Chair (*or Division Chief, if relevant*):

- Annual Performance and Planning Reviews to include performance evaluations and ratings for the prior six (6) review periods (2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2020)
- Student evaluations of teaching for each year of the last six (6) years. (July 1, 2015-June 30, 2021) Note: Group student evaluations by year, not by course, with most recent on top. Adding a one-page summary of the courses included is also helpful.
- Any peer evaluations of teaching for each year of the last six (6) years. (July 1, 2015-June 30, 2021) Note: Peer evaluations have not been required at UTHSC. Many faculty members will not have these available for the committee.

Documents supplied by the faculty member:

- Current CV (UTHSC format)
- Narrative Summary, not to exceed two (2) pages, describing the faculty member's milestone achievements and accomplishments for each of the last six (6) years [or since the last PTR review] as well as goals for the next PTR review period [which will be six (6) years]

Instructions and Guidance for the Narrative Summary

Instructions and Guidance are provided below to assist in developing the Two-Page Narrative Summary.

Formatting

- Use Arial, Calibri, Times New Roman, or Verdana Font, Size 11 - note that the different fonts were used in their names
- Spacing may be single or double
- Margins may be set at 0.75" all around to provide additional space
- There is no need to use a header, footer, or page numbers

Accomplishments Relative to the Areas of our Mission

- Consider each of the mission areas where you had assigned effort over the last six years. Provide a narrative summary for each of the last six years of what you consider to be your milestone achievements and accomplishments for effort in teaching, research, clinical care and service, as appropriate.
- Use the narrative summary to help focus the PTR Committee on your specific contributions. Frame your narrative summary to reflect your unique strengths and what you bring to the institution. Reflect how your career path has changed over the reporting period.
- The narrative should include the most significant accomplishments and should be a companion to your CV. While you can summarize your accomplishments that are noted on your CV, keep in mind the reviewers will also have your CV as part of the documents they are required to review. A mere bullet-point recounting of items listed on your CV will not be useful to your PTR Committee.

Consider what is not reflected or fully explained in the CV

- Special recognitions
- Unique contributions
- Examples:

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Guidance for the Narrative Summary

- An innovative instructional method you created was adopted by your program or other programs.
- Publications that had high impact factors or were frequently cited.
- Service activities that were recognized regionally or nationally.
- Clinical care activities that lead directly to noteworthy publications or grants.
- Contributions to the professional growth and development of your department (division, if relevant), your college, UTHSC, and your academic program.

Issues around Effort Assignment

- Have there been significant changes in your effort assignments over the past six years?
- What have been your most significant and unique contributions to each area of UTHSC's mission?
- Were there changes in work or life circumstances that have affected your work during the review period?

Potential Areas of Weakness

- An important consideration is specifically addressing any weaknesses that you may believe the PTR Committee could view in your CV or in the materials submitted by your department chair or division chief.
- If you choose to address any of these, note how you have made or will be making changes to approve any areas of perceived weakness.

Goals for the Next Six Years

- Succinctly outline your career goals for the next six years.
- Create goals around each mission area where you believe you will be assigned effort in the future (teaching, research, service, clinical care).

Suggested Format for the Narrative Summary

Narrative Summary of Accomplishments for [*Insert Period of Review (example: 2014-2021*¹)]
[*Add Faculty Name Here*]

Teaching

Research

Clinical Care

Service

Goals for [*Insert range for the next six (6) years (example: 2021-2027)*]

¹ Note: The 2014-2021 range represents the prior 6 review periods as UTHSC was permitted to have an 18-month review period for the 2018-19 annual review. The PTR Committee must have 6 years of annual reviews to consider, hence the need to go back to the 2014-2015 reviews. The reviews that need to be included are 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2020.