**GUIDE TO PREPARING THE APPLICATION FOR TENURE**

**DOCUMENTATION OF TENURE-RELEVANT INFORMATION**

**If a faculty member is applying for tenure, the application should already include documentation of the tenure-relevant areas. Please include a separate file or a separate section within the application that addresses the five areas evaluated for tenure in 2-4 pages. It is not necessary to repeat the information already documented in the application, but the candidate may cite specific accomplishments or provide commentary to support each area. This serves to facilitate evaluation of the candidate by the P&T Committee.**

***1.* Quality of Teaching.** Candidate demonstrates that he or she is an accomplished teacher through knowledge of the subject matter, use of varied pedagogical tools, meeting teaching obligations, mentoring students, completing educational administrative responsibilities. *Include evidence of high standards of teaching through evaluations by students, peer-review of teaching evaluation, and evidence of improvement.*

***2.* Education and experience.** Candidate provides evidence of continuing education by attending professional meetings, developing new skills, collaborating with colleagues, etc. *Include evidence of continual education in areas of proficiency, evidence of developing expertise, evidence of disseminating skills and experience.*

***3.* Professional achievement and scholarship.** Candidate demonstrates a consistent and sustained high quality portfolio of publications and other scholarly work. *Include evidence of professional achievement and scholarship external to MUSM.*

***4.* Group Efforts, Cooperation with Colleagues and Collegiality*.*** Candidate demonstrates potential for continued positive contribution to overall institutional needs and effectiveness in interpersonal relationships. *Include evidence of participation in group efforts and evidence of cooperation with colleagues and collegiality.*

***5.* Professional responsibility and service to the school and community.** Candidate demonstrates highest levels of integrity including professional ethics, cooperativeness, resourcefulness and responsibility. *Include Evidence of responsibility and service to school; Evidence of responsibility and service to university.*