

Who applies, when and how? Applications for tenure, sabbatical and promotion should be initiated by the individual faculty member, but should be made with the full knowledge and cooperation of the faculty member's department chair and area dean.

When to apply. There are very clear requirements of how many years a faculty member needs to have been working at PLNU or working at a certain rank before she is eligible to apply for tenure, for sabbatical, or for promotion. Consult the faculty handbook or check with your area dean to be sure that you qualify before you begin the application process.

How to apply. The faculty member should initiate an application in the following manner.

1. Inform the department chair **the semester before the application is made** of your intention to apply for tenure, sabbatical, or promotion. Your department chair can then indicate if there is any foreseeable problem with your application or (in the case of a sabbatical, which impacts classes offered) with its timing.
2. Get the application form (available on the PLNU server through Forms Central). Check the Faculty Handbook on the web for most recent rules. Refer to this Center for Teaching and Learning guide for help with the application details.
3. Make appointments to speak to your department chair, area dean and the provost. You should have at least a rough draft of your application finished at the time of these appointments.
4. Fill out the application form and create any additional documents required (Vita, for example). Although the wording of the current tenure, promotion and sabbatical forms implies that much of the form is to be filled out by the department chair, it is traditionally the faculty member who is responsible for filling out his/her own application. The department chair will add supporting comments in a letter of recommendation or may append comments to your application.
5. Have your department chair sign your application in space for "Recommender."
6. Get letters of support from your department chair and from your area dean.
7. You may wish, at this point, to have a faculty mentor review your materials so that you can make any necessary last-minute adjustments before you submit your application.
8. Submit your materials to your area dean by the application deadline. Sabbatical applications are due on **November 1**, while both tenure and promotion documents should be submitted by **December 7**. Although January 15 is the application deadline mentioned in the handbook, it is strongly recommended to have your application submitted earlier so that your department chair and area dean have the opportunity to study your application and can be prepared to support you as you would wish.
9. At this point your application is out of your hands. The faculty members of the Faculty Status Committee will review all tenure and promotion applications; the faculty members of the Faculty Resources Committee will review sabbatical applications.

How soon to start? Your pre-preparation work should begin the semester before you plan to apply. This advance planning allows your department chair and/or your area dean to bring up any issues that might make your application or its timing problematic. Knowing of these issues early maximizes the chances of resolving them to your advantage. The actual preparation of your application will take **from 2 to 4 months**. If you have been keeping updated records and an updated vita, it should take you no more than 2 months to complete a tenure or promotion application, complete with appointments and a mentor review. If you have not been keeping records, you should plan on 3 months. Assuming you have a clear project in mind and have kept an updated vita, you should be able to complete a sabbatical application in 2 months as well. Add another month if you have not clearly formulated your project and a fourth month if you have not been keeping updated application records.

Make your application easy to scan. You should consider tenure, sabbatical or promotion applications as reference documents, documents readers are more likely to scan than read cover to cover. It is thus crucial that information be displayed in an easy-to-scan format.

Scanning tools. Bold type, underlining, type size, type variety (italics), centering of text, spacing of text, headings, and labels all help create an easy-to-scan document. Be sure to use each of these items in a consistent manner. All things in bold type should be of equal importance, as should all things in 36-point type or underlined or centered.

Abbreviations. You may wish to abbreviate some items (such as names of institutions where you have studied or worked) in order to make your material easier to scan. If you do so, be sure to provide a code for deciphering these abbreviations.

Check the Faculty Handbook. Be sure to check the requirements listed on the web for tenure, sabbatical or promotion applications. The handbook changes frequently and you should always check to make sure your information is up to date. You can find the handbook at www.ptloma.edu/academicaffairs/handbook. Check the expanded table of contents for the location of information on the application you are preparing.

Be thorough, but not wordy. For each portfolio document there is crucial information that the committee needs to know about you. Prioritize your qualifications based on how relevant they will be to the committee. List all the high-priority qualifications; either skip the rest or refer to them as a group. Including many low-relevance items can easily backfire and may persuade others to discount the more solid items as well.

Be concrete, not vague. Mention items that can be backed up by precise data easily available on request. (See section on keeping personal records.)

Don't repeat information. There is potential for overlap on many of the items you can include in a portfolio piece. You will need to decide under what rubric you present certain information. If you feel something needs to be mentioned under more than one heading, mention it in its expanded form in one place and then give it a brief mention in the other (with a parenthetical reference to the location of its expanded form).