SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST

PROMOTION AND TENURE
GUIDELINES AND REQUIREMENTS FOR CANDIDATES
November 13, 2026

Candidates for tenure or promotion are asked to provide information used in evaluating their applications. The information should be objective and factual, with clarifying explanation if needed, and with enough documentation to be independently verifiable. If you are unsure whether or not the information is pertinent, please consult with your chair or dean. The information you provide, along with other materials, becomes the basis for recommendations by individuals and committees to the President, who has responsibility for granting tenure and promotion.

The rank and tenure decision-making process itself is described in more detail in section 3.4 of the *Faculty Handbook*, with descriptions of the roles of school and University committees in sections 2.11.1 through 2.11.2. To ensure the integrity of the process, all documents and recommendations are confidential. Candidates provide materials in electronic form.

A faculty member who plans to submit an application for tenure, or who is requesting to submit an application for promotion to full professor, must complete and submit this form no later than Friday, January 15, 2027. This includes faculty who are required to submit a petition for tenure in the upcoming cycle. Requests received after January 15 will not be accepted for this petition cycle.

APPLICATION DEADLINES

1. **Friday, January 15: Candidate Indicates Intent to Petition**

   A faculty member who plans to submit an application for tenure and/or promotion to associate professor, or to submit an application for promotion to full professor, must complete and submit this form no later than Friday, January 15, 2027. This includes faculty who are required to submit a petition for tenure in the upcoming cycle. Requests received after January 15, 2027 will not be accepted.

2. **Monday, March 1: Candidate Provides Preliminary List of External Referees and Non-Referees and Professional C.V.**

   Provide your department chair or program director, via email, with a preliminary list of external referees and names of persons not to be contacted, along with your professional curriculum vitae (this C.V. covers your entire career, and typically lacks annotation). This gives your chair time to begin what can be a long process of confirming the availability of referees to serve. You have until April 1 to provide a final list to your chair and dean, in case changes to your anticipated publications would recommend a person with different expertise.

3. **Thursday, April 1: Candidate Provides External Referees and Non-Referees**

   By Thursday, April 1, provide the following information to your dean and department chair or program director. Use the electronic form, External Referees Provided by Candidate and Candidate-Provided Non-Referees, which includes a space to identify each of the following elements:

- REFEREES: Provide the names of at least two external referees who can evaluate the quality of your scholarship or creative work. Your department chair will confirm the availability of two to serve, and the dean will obtain letters of evaluation from the persons you nominate. Include the complete title, rank, department, and mailing address of each referee as well as the telephone number, and email address, if available. In addition, provide a short description of your reasoning for choosing each referee and describe your relationship, if any, with the referees you nominate (e.g., major figure in the field, associate editor of a journal in which you publish regularly). As a best practice, dissertation advisors, postdoctoral advisors, and co-authors are not typically chosen as referees due to the potential for conflict of interest.[1] Deans will provide referees with instructions and with information about Santa Clara University pertinent to their evaluation, including the version of your department's discipline-specific scholarship standards that you identify.

- NON-REFEREES: Provide the names, titles, and institutions of any persons who, for valid cause, you do not want the department/program or rank and tenure committees to contact as external referees, with a brief statement of the reasons they should not be contacted. If a majority of either the tenured faculty in the department/program or a rank and tenure committee believes that it is necessary to contact one of these persons as a referee, the Provost shall make the final decision as to whether valid cause exists.

- DATE OF APPROVED DISCIPLINE-SPECIFIC SCHOLARSHIP STANDARDS: At the top of the External Referees form, indicate the date of the approved discipline-specific scholarship standards to be used to evaluate your materials. Current standards, listed by approval date, are available on the Provost's website. Faculty Handbook section 3.4.2 allows that you may seek approval from the Provost to use a prior version of your department's standards, within certain limits; contact facultyaffairs@scu.edu for assistance.

If the petition is elective, this is the final date by which you may withdraw your request to petition (email facultyaffairs@scu.edu). Pre-MPR faculty who elect to withdraw from an early tenure petition will be required to submit an MPR in January 2028.

4. **April 1-15: Department Determines Whether Collaborator Letters Will Be Requested**

   If the tenured faculty decide that they would like to consult one or more of your collaborators, the department or process chair will notify you of the name(s). You may file a written objection with the chair regarding any of the names on the list. The tenured faculty should honor your objection unless they are unable to determine your contribution using other means, in which case they will provide your written objection to the dean by April 15 to be included in your petition.

[1] Section 3.4.4.9 of the Faculty Handbook states that "Significant scholarly collaboration, such as co-authorship of publications or supervision of a candidate's graduate work, also presents a potential conflict of interest."

5. **Thursday, April 15: Candidate Provides Works to be Evaluated and Professional C.V.**

   By Thursday, April 15, provide the following documents to your dean and department chair or program director via email:

   - WORKS TO BE EVALUATED: An electronic copy to your dean and chair or director of each publication or creative work to be evaluated by the external referees. (If material is not available in electronic form, please consult with your dean.) An appropriate number of items to be evaluated would be three to five that you regard as the most representative of your work. For probationary faculty, these may include pre-appointment scholarship, but should also include examples of high-quality scholarship or creative activity from the period of your probationary appointment at Santa Clara University. Your department chair/program director or rank and tenure committees may make additional selections. Do not include any items that were used in a previous successful petition for tenure or promotion. Materials are not usually returned by the referees.
   - PROFESSIONAL CURRICULUM VITAE: On March 1, you shared an electronic copy of your professional curriculum vitae with your department chair. If you have not updated it, you will send a copy of the same document to the dean. If you have updated it, provide an electronic copy of the revised C.V. to your chair and the dean. The professional C.V. encompasses your entire career and is typically not annotated.

   In general, six off-campus evaluations of the candidate's scholarly or creative work will be obtained: two from external referees nominated by the candidate, two from external referees nominated by the candidate's department/program, and two from external referees identified by the college or school rank and tenure committee. The department is responsible to confirm the availability of both the candidate's and the department's referees. The college or school committee is responsible to confirm the availability of their chosen referees. The college or school committee may request two additional external referees if the candidate's research or artistic work lies in more than one field. If you believe this applies to your case, please indicate so when supplying the information requested above.

   If you have a joint appointment in more than one department, please provide each of your department chairs or program directors with these materials.

   If you have questions, please check with your dean.

6. **Thursday, September 2: Candidate Submits Completed Petition**

   By Thursday, September 2, complete your petition by uploading the following materials in Faculty180, reviewing your packet, and submitting your case in Interfolio. Guidance for adding materials to Faculty180 is available at the Interfolio Guide for tenure and promotion, found on the Provost's website:

   - PETITION COVER SHEET: Please complete the Cover Sheet-Petition for Tenure and/or Promotion and upload it to the "Personal Statement" activity category in Faculty180.
   - ANNOTATED CURRICULUM VITAE: The system-generated C.V. that will appear in your case functions as the Annotated C.V., pulling in your entries for teaching, scholarship/creative work and service, along with comments you might have added to annotate those entries. See the section II below for further instruction about where in Faculty180 to annotate activities so that they appear in this C.V.

- PERSONAL STATEMENT: The personal statement provides a high-level overview of the most important accomplishments and evidence in your case. You may choose to explain any aspect of your career that may not have been adequately addressed in the rest of your application or in your annotations. The Personal Statement should not repeat or summarize materials already included in the petition, and ordinarily should not exceed eight (8) double-spaced pages, or 2000 words. Upload the Personal Statement to Faculty180 > Personal Statement.

- TEACHING MATERIALS: For each course (section) taught at Santa Clara University during the period of review, provide one electronic copy of student evaluations of teaching at each individual course in your table of courses in Faculty180. At the most recent iteration of a course you have taught more than once, provide a single set of teaching materials (syllabus, significant assignments and exams, and any other information related to the quality of teaching) *if they are substantially similar* across sections. If you have made changes, include earlier and later versions of the syllabus or assignment at the proper course and describe your improvements in your personal statement. Include peer observations (if available).

- SCHOLARLY WORK: Provide one copy, in electronic form, of all published work or appropriate evidence of accomplishment in the arts since initial appointment (probationary faculty), or since the submission date of the tenure petition (for Associate Professors petitioning for promotion to Professor). For each work that has been accepted for publication but not yet published, provide an electronic copy of the work and the editor's acceptance letter. Completed unpublished work may also be included. Evidence of accomplishment in the arts may include outside reviews of productions, performances, exhibitions, and the like. For further guidance on appropriate material to include, please consult with your department chair/program director and dean. If any relevant evidence is unavailable, please explain. For probationary faculty, relevant evidence may include pre-appointment scholarship, but should also include examples of high-quality scholarship or creative activity from the period of your probationary appointment at Santa Clara University. Pre-appointment items should be uploaded not to the Faculty180 "Scholarly Contributions and Creative Productions" activity category, because they predate your appointment and therefore will not be pulled into your case. Instead, when your case is created, you will see that there is a "Pre-Appointment Evidence" section in your case, and you can upload the works here.

  If you have published articles or books in a language other than English, include an abstract summarizing the contents of each such publication for the review process. If the publication is a book, you may decide to provide an abstract of each chapter of the book. Alternatively, you may decide that an abstract summarizing the purpose of the work and its principal conclusions would be sufficient. Abstracts may not be necessary for creative works, such as a poem, composed in a language other than English. Any uncertain case should be referred to your dean for a decision.

  Upload scholarly works and creative productions, along with any additional related documents, to the publication entry you have created in Faculty180 > Scholarly Contributions and Creative Productions (for pre-appointment works, upload these directly to the "Pre-Appointment Evidence" section in your case). Use the comments field to annotate your publications (e.g., indicating measures of impact, level of responsibility in co-authored publications, etc.).

- FAR Evaluation Letters & MPR Advisory Letters: All Candidates are responsible to upload FAR Evaluation Letters for the period under review in Faculty180 (Faculty180 > Historical FARs & FAR Evaluation Letters). Candidates for tenure are also responsible to upload their MPR Advisory Letter (Faculty180 > MPR & MPR Advisory Letters). If you cannot locate your copies of these documents, your department or program chair and/or dean will have copies.

7. Transmission of Materials after September 2

Section 3.4.5 of the *Faculty Handbook* guides the transmission of materials as follows:

> "A change in status of scholarship identified as in progress on the annotated curriculum vitae may be introduced by the candidate during the review period.
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> "Materials entering the process after it has begun shall be transmitted directly to the candidate's dean or, if the evaluations have proceeded beyond the dean, to the Provost for further transmittal to whatever person or committee is currently evaluating the candidate to whom they pertain. Such late materials need not be reviewed by the authors of completed evaluations unless, in the opinion of the University committee or the Provost, they ought to be."

Candidates may add late materials such as an updated manuscript status, a new honor or award, new information about a creative work, or information regarding the status of a grant proposal.

ANNOTATED CURRICULUM VITAE

When your case is created in Interfolio about a month before your petition deadline, the software automatically generates a vita from your Faculty180 activities for the period under review. The format of the vita includes the activity citation, along with any comments you might have entered. Use the comment field to provide critical information about the impact of publications or service work, the extent of your role in collaborations and co-authored publications, and other pertinent information. Judicious and concise use of the comment field transforms the C.V. into an annotated guide to your case, freeing your personal statement for a higher-level overview of your most significant work and future plans. While the system-generated, annotated C.V. is limited to the period of review, the dean will upload your professional C.V. to the case as well, which provides your entire career history. If for any reason these two documents are insufficient, you are welcome to provide a more complete curriculum vitae in "CV Uploads."

To assist you with building the annotated C.V., required elements are listed below in the left column, with the right column indicating where to enter the required information in Faculty180.

	Faculty180 activity category
1. Education	
a) Institutions of Higher Education. List in chronological order all institutions of higher education you have attended, together with major and minor subjects, degrees received and the dates of those degrees, and the dates of attendance at institutions from which you have not obtained degrees.	Profile > Education

	Faculty180 activity category
1. Education (continued)	
b) Titles of Theses and Dissertations. List the titles of all doctor's, master's, and other theses and dissertations you have written, with names of thesis directors.	Profile > Education: A Title of Dissertation or Thesis
c) Academic Honors. List fellowships, awards, elections to honorary societies, and other academic honors, together with dates and clarifying comments if any are needed.	Activities > Academic Honors & Awards
2. Teaching and Related Experience	
a) Teaching Experience. List in chronological order all institutions at which you have taught, the academic ranks or other titles you have held, and the dates of your appointments. If any experience is part-time, please indicate.	Profile > [use both] Current Position and Work Experience
b) Other Academic Experience. List department chair positions, directorships of programs, and other administrative or quasi-administrative experience you have had. Do not list here memberships on academic committees or in professional organizations.	Profile > Work Experience
c) Relevant Non-Academic Professional Experience. List any experience in publishing, editing, scientific or technological work, business, or the arts that amounts to professional qualification or qualification for tenure or promotion in academic rank.	Profile > Work Experience
3. Scholarly and Artistic Work	
a) Scholarly Publications. List in order of appearance all published books, articles, monographs, or creative works of a scholarly nature, as defined in section 3.4.2 of the Faculty Handbook. Include works that have been accepted for publication but not yet published. Please cross-reference all publications that have appeared in substantially the same form in more than one venue. Give full bibliographical data and, if titles do not clearly indicate the nature of the work or if some qualification is called for, annotate the entries. For example, distinguish articles from reviews, and indicate which publications are peer-reviewed. If you are a joint author, indicate the extent of your responsibility in the authorship or any special relationship you might hold with other authors (e.g., that the primary author was a thesis or project director with whom you collaborated as a student or an assistant).	Activities > Scholarly Contributions and Creative Productions: identify the publication type, utilize the activity classifications to indicate impact factors and the like, and add annotations in the A Description field under URL *(Interfolio will list by type first and then by order of appearance)*

3. Scholarly and Artistic Work (continued)

Faculty180 activity category

b) Artistic Performances and the Like. List any concerts, exhibitions, performances, recordings, and the like. Give the sponsor, occasions, dates, locations and appropriate clarifying information—"juried," "invitational," "solo exhibit," or the like. Note any awards.

Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above

c) Works in Progress. List books, papers, or other manuscripts, completed but not yet accepted for publication, and artistic works not yet performed, exhibited, or accepted for publication. Give full information and all appropriate clarifications, as for Publications and Artistic Performances above.

Activities > Scholarly Contributions and Creative Productions: Use A - Status* field to indicate state of progress; add annotations as indicated above

d) Presentations and the Like. List any papers, lectures, and the like presented to professional bodies or in your professional capacity. Give titles, clarifying comments as needed, and occasions. Please note any that have also been listed above as publications, artistic performances, or works in progress.

Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above

e) Grants. List any external (non-university) grants awarded in support of your scholarship, with title of project, date and duration of funding, dollar amount, and funding agency. If you are a co-investigator on the grant, indicate the extent of your responsibility in the research project and any special relationship you hold with other investigators. List internal grants in the indicated activity category as well.

Activities > Grants - External [or] Grants - Internal

f) Non-Scholarly Publications. List any professionally relevant work of a non-scholarly nature, such as articles in newspapers, magazines, newsletters, or online venues.

Activities > Scholarly Contributions and Creative Productions: add annotations as indicated above

4. Service to the University, the Profession, and the Community

a) Service to University. List committees and other activities indicating active citizenship under the headings of Department, College or School, and University. Give dates and indicate any chair roles you have held.

Activities > University, School, or Department Service: add annotations in the A - Briefly describe… and/or Comments field

b) Service to Profession. List dates and offices held in professional organizations.

Activities > Major Professional Service

c) Community Service. Clearly describe, with dates, any community or public service that would serve as a qualification for tenure or promotion in academic rank.

Activities > Major Community Service