

# COLLEGE OF ARTS & SCIENCES

## FACULTY CONTINUATION GUIDE

The following resources are intended to help guide tenure-track faculty and assistant professors of practice through the continuation process.

### Guidelines & Instructional Materials

[Continuation Schedule Years 4–5](#) (PDF) – Deadlines for all stages of the continuation process. The E-Portfolio is due in Blackboard no later than August 28, 2023.

- Year 4 – **Tenure-track faculty** in their 4<sup>th</sup> year will submit comprehensive portfolios. See the University's instructions for the [Tenure and/or Promotion and Mid-Tenure Review](#), the [COAS Supplemental Guidelines for Promotion & Tenure](#), and the [Checklist Promotion/Tenure](#).
- Year 4 – **Assistant Professors of Practice** will submit portfolios covering Jan–Aug 2023.
- Year 5 – Portfolios for all faculty in their 5<sup>th</sup> year will cover Jan–Aug 2023.

[Continuation Schedule Years 1–3](#) (PDF) – Deadlines for all stages of the continuation process. The faculty E-Portfolio submission is due January 19, 2024 and will cover calendar year 2023.

[E-Portfolio Submission Guide](#) (PDF) – Step-by-step instructions for preparing and submitting the portfolio. Additional requirements are described in the COAS Supplemental Guidelines.

[College of Arts & Sciences Supplemental Guidelines](#) (PDF) – College-specific requirements that supplement the University's general submission guide (see above).

[E-Portfolio Tutorial](#) (Video) – 45-minute walk-through presented by the Office of the Provost.

### Recommendations & Best Practices

- Continuation and the [Annual Report](#) (due in March) are separate processes with different components and deadlines. Annual Reports are reviewed by the Chair and Dean only, while continuation involves several stages of review: department committee, Chair, college committee, Dean, and Provost. Continuation portfolios include the CV and Appointment Letter, for example, but Annual Reports do not.
- Allow plenty of time to prepare the portfolio, as the submission deadline and subsequent review schedule are strictly followed.
- Follow the portfolio structure outlined in the Submission Guide and COAS Supplemental Guidelines (see above). Do not create your own template or omit any required sections.
- Documentation is required as evidence for most activities. It is recommended to make a PDF or upload to artifacts of the scanned/digital documents for items described in the narratives and included in the CV, e.g., scholarly activity, awards received, conference participation, and committee appointments.
- The University's CV format may differ significantly from the one faculty use for other purposes. Follow the guidelines outlined on page five of the [Checklist for Promotion/Tenure Portfolio](#).