

## **What are the Performance Review procedures?**

We encourage you to talk with your mentor, department chair, department evaluation committee chair, and colleagues about the faculty evaluation procedure. The specific university requirements and faculty responsibilities for evaluations, tenure, and promotion are found in the [Collective Bargaining Agreement](#), Articles 12, 14, 15, and 16, and in our local guidelines. Note that some departments require additional documents when conducting a performance review. You should maintain a portfolio that organizes your accomplishments into the categories of teaching, scholarship, and service, so that you can reference it during the evaluation process and applying for tenure and promotion.

## **What are BU's requirements for tenure?**

Guidelines for applying for tenure are found on the S:Drive under BU Documents then Tenure Guidelines. Be aware that as of 9 June 2021, these guidelines have not been updated to reflect the 2019-2023 CBA. These guidelines are being revised in the summer of 2021.

For your rights and responsibilities see the APSCUF [Collective Bargaining Agreement](#) Articles 12 and 15.

## **What are BU's requirements for promotion?**

The guidelines for applying for promotion are found on the S:Drive under BU Documents then Promotion Guidelines. Be aware that as of 9 June 2021, these guidelines have not been updated to reflect the 2019-2023 CBA. These guidelines are being revised in the summer of 2021.

For your rights and responsibilities see the APSCUF [Collective Bargaining Agreement](#) Articles 12 and 16.

## **How can I get organized for yearly evaluations, tenure and promotion?**

In order to keep track of your accomplishments at Bloomsburg University, consider creating and maintaining a portfolio that includes the items listed in the guidelines for tenure and promotion.

Consider watching these videos that suggest how and what to document for yearly evaluations (and ultimately applications for tenure and promotion); Stresses the importance of creating and maintaining a portfolio for teaching, scholarly growth and service. Collectively, these videos encourage you to shape your career narrative by keeping records and knowing your audiences. Get Organized for Yearly Evaluations: [Know your Audience](#); [Record Keeping](#); [Teaching](#); [Scholarly Growth](#); [Service](#). The COVID 19 Pandemic compelled the university community to move the performance evaluation process online. All documentation was exchanged through Sharepoint. So, each faculty member should be prepared to share their yearly performance evaluations, apply for tenure, and promotion in digital and hard copy form.

You may also want to contemplate the following essays that provide useful tips on how to thrive in academia:

Billie Hara, [Open Letter](#);

Gary Olson, [How We Value Faculty Work](#);

Rob Jenkins, [The Five Characteristics of Successful New Faculty Members](#); and

Michelle Toews and Ani Yazedjian, [The Three-ring Circus of Academia](#)