



**Reappointment, Tenure & Promotion  
2007 / 2008 Workshop Series**

**Fall 2007**

**Reappointment Letters & Beginning File Preparation  
Moulton Hall Ballroom**

**Friday, November 9  
12:00—1:30 p.m.  
(Brown Bag Lunch)**

This workshop is designed for faculty members preparing letters for first year reappointment. Policy and procedural information will be presented and faculty members who have gone through this process in the last few years will talk about their letters and the process. An overview of documenting scholarship and file/portfolio development will provide a context for reappointment and lead toward the tenure and promotion process. Bring your department guidelines with you.

**Spring 2008**

**Policies & Procedures  
Moulton Hall Ballroom**

**Friday, February 29  
3:00—4:30 p.m.**

This workshop provides participants information about policies and procedures from people who are involved in them from different roles and perspectives: administration, faculty, and professional associations. Examples from faculty members who have recently been tenured and promoted are provided along with information and materials that can make the process more understandable.

**Documenting the Scholarship of Teaching and Learning  
Moulton Hall Ballroom**

**Friday, March 28  
3:00—4:30 p.m.**

Topics discussed will include: defining the scholarship of teaching and learning, creating teaching and course portfolios and making good use of course evaluation and assessment tools. Faculty members who have successfully developed portfolios and methods for documenting the scholarship of teaching will demonstrate a variety of ways to document work.

**Organizing a File  
Moulton Hall Ballroom**

**Monday, April 18  
3:00—4:30 p.m.**

Come to learn how several successful faculty members organize their files, and to hear their stories of the tenure and promotion process. Handouts will provide examples of possible ways to organize you file, with tips on how sections can be developed as well as narratives written.

**Summer 2008**

**File & Portfolio Development  
Moulton Hall Ballroom**

**Friday, July 11  
9:00a.m.—Noon**

This is a hands-on workshop where participants work on their reappointment, tenure, and promotion files in consultation with faculty members who have successful experience with the process.

**To RSVP, contact:** Faculty Professional Development Center, 330-672-2992 or [fpdc@kent.edu](mailto:fpdc@kent.edu)