



File Building Workshop

Sponsored by the Faculty Status Committee

May 14, 2026



Workshop Overview

- Preparing for Review
- Review Process
- File Building
- Rank/Review Considerations

Preparation: Make Your Case

- Know your responsibilities :
 - **FEH Section 6:** Faculty responsibilities and expectations
 - **FEH Section 9** Evaluation criteria and process
- Understand SPU's place and your place within Christian higher education.

Preparation: Make Your Case

- **FEH Section 10: Status Reviews**
- Organize file completely.
- Know your audience:
 - Review committees, deans, FSC, Provost, President, Board*
- Write for non-experts.
- Interpret the meaning/significance of your work.

*Only tenure reviews go to the Board.



Preparation: Resources

- [Academic Affairs Hub](#)
 - [Faculty Handbook](#)
 - [College and Program Scholarship Standards](#)
 - [Faculty Advancement Resources](#) (for PDF file, vitae template, etc.)
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Preparation: Resources



File-Building Workshop



Faith and/or Vocation Statement Workshops



New Faculty Seminar



File Mentor (ask Dean to assign)



Colleagues/informal reading

Review Process

- File submitted to dean.
- Review committee assesses file, submits recommendation.
- Dean assesses file, submits recommendation.
- FSC assesses file, submits recommendation to CAO.
- CAO reviews and makes recommendation to President.
- President makes recommendation to the Board.
- Board votes on granting/not granting tenure.*

* Only tenure files advance to the Board.



File building



Preliminary
documents



Primary
documents



Appendices

File Building: Preliminary Documents



Candidate's cover letter



Dean letter*



Division review committee letter*



(Most) Previous FSC review letter



*Letters added after file has been submitted to OAA and completed these reviews.

File Building: Primary Documents



Curriculum vitae (5 pages)



Faith narrative (4 pages)



Vocation narrative (4 pages)



Teaching self-evaluation (4 pages)



Scholarship and trajectory (2 pages)



Service narrative (2 pages)



Advising narrative (2 pages)

Primary Documents: CV



Include	Delineate	List
Date of hire (tenure-track), appointment	Peer-reviewed publications from non-peer-reviewed.	Publications separately from works in progress, presentations, etc.

Primary Documents: Faith

Faith Development

- Faith journey
- Beliefs (e.g., creeds)
- Current faith practices
- Church home and participation

SPU's Pillars of Faith

- Historically orthodox
- Clearly evangelical
- Distinctly Wesleyan
- Genuinely ecumenical

Primary Documents: Vocation

How does your faith inform your vocation (discipline, teaching, scholarship, etc.)?

How do you see God at work in bringing you to SPU?

How does your vocation connect to the Christian liberal arts/university?

What does your vocational call offer SPU—students, colleagues, staff, alumni?

Primary Documents: Teaching Self-Evaluation

Include	Summarize	Analyze/interact	Privacy	Address
<p>List the courses you teach.</p> <p>Provide chart with list of courses for previous three years.</p>	<p>Summarize student evaluations.</p> <p>Include charts/ graphs to illustrate trajectory of scores over time (response rates, item range, and mean).</p>	<p>Analyze strengths and weaknesses indicated by patterns in student feedback evaluations (quantitative and qualitative).</p>	<p>Do NOT include student names or identifiers.</p>	<p>Address previous FSC review recommendations.</p>

Courses Taught	Quarters Taught	Response Rates	Overall Course Mean (Range)	Overall Instructor Mean (Range)	Patterns in Qualitative Responses
FSC 1000	Spring 2024 Spring 2025 Spring 2026	77% 86% 94%	4.2 (3.8-4.4)	4.5 (3.9-4.8)	Strengths: class organization, in-class exercises, feedback, respect. Needs Improvement: too many PowerPoint slides and too quickly presented. Group projects were unpopular and students reported that the instructions were unclear. Students did not see any specific faith integration
FSC 2010	Autumn 2023 Autumn 2024	96% 89%	4.1 (3.8-4.2)	4.6 (4.5-4.7)	Strengths: organization,, feedback, respect for students. Needs Improvement: group project instructions were unclear, students reported a lack of faith integration.
FSC 2350	Autumn 2025	90%	4.3	4.1	Strengths: class organization, feedback, respect, class discussions. Needs Improvement: too many PowerPoints and presentation goes so quickly, group project instructions were unclear.
FSC 3470	Autumn 2024 Autumn 2025 Autumn 2026	85% 95% 93%	4.2 (4.0-4.4)	4.5 (4.4-4.6)	Strengths: organization, readings, feedback, respect, variety of project options. Needs Improvement: too many PowerPoints go too fast, instructions unclear. Faith integration.
FSC 4100	Winter 2024 Winter 2025 Winter 2026	89% 93% 79%	4.5 (3.9-4.8)	4.2 (3.8-4.4)	Strengths: class organization, in-class exercises, feedback, respect. Needs Improvement: two hour class is too long without breaks; consistent breaks, need more time for groups in class.

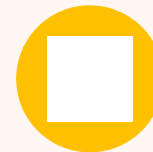
Primary Documents: Scholarship and Trajectory



State your program's scholarship standards and how you've met them.



Describe your scholarship and trajectory.



Clearly categorize publications, conference presentations, etc.



Primary Documents: Service

- **University:** Governance committees and task forces
- **Division/program:** committees, etc.
- **Events:** Majors Fairs, New Student Advising, etc.
- **Guild:** Membership and leadership
- **Church/Community** engagement

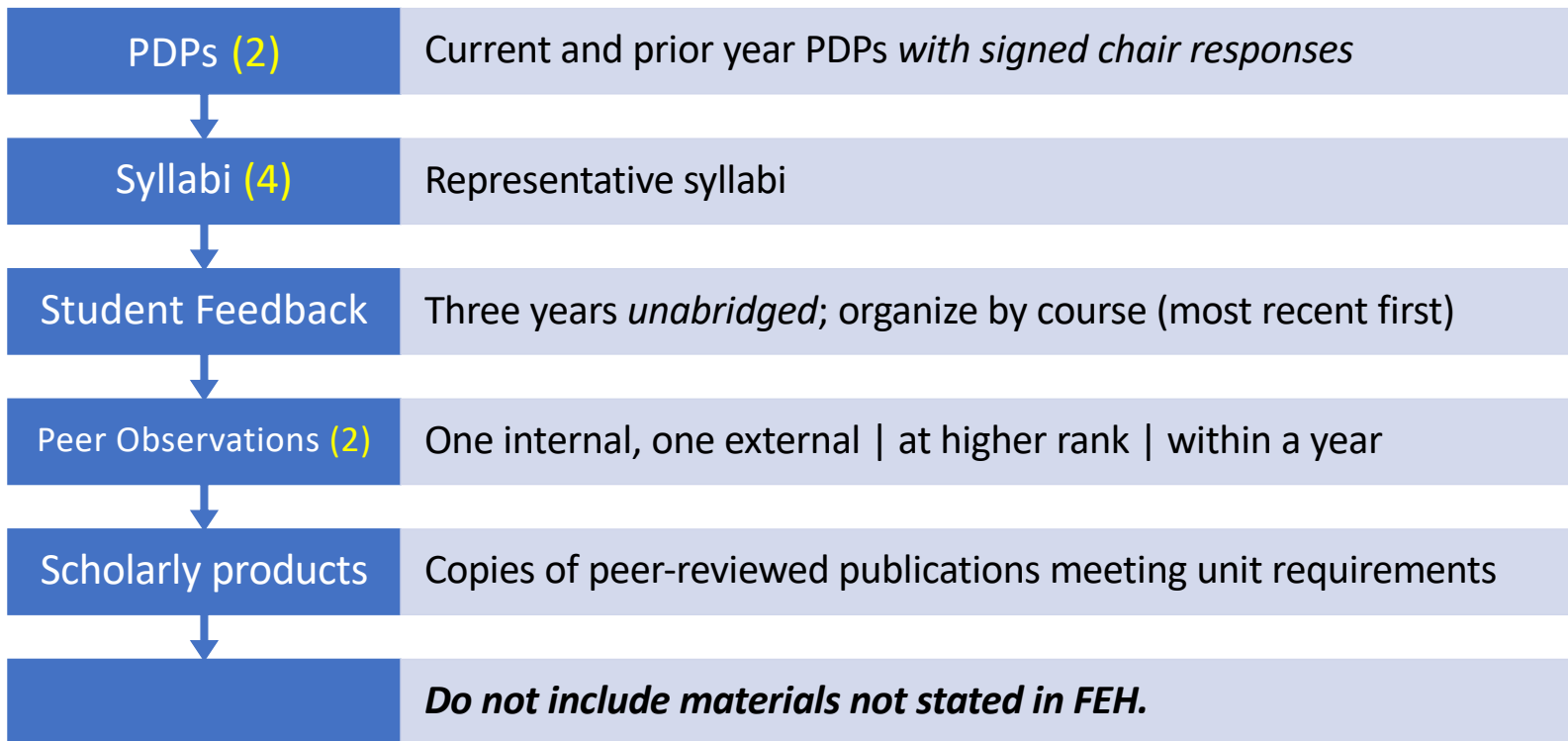
Primary Documents: Advising

Describe your role as advisor.

List advising responsibilities (e.g, number of advisees).

Assess your effectiveness.

File Building: Appendices





Special Considerations



Tenure




Promotion



Tenure (FEH 10.5)

Focus: Character and congruence with SPU's mission (FEH 9.1.1).

Teaching, scholarship, and service assessed by strengths and evidence they will be maintained and built upon post-tenure.



Promotion (FEH10.8)

Evaluation focused
on **competence
and contribution**
(FEH 9.1.2).

Character and
congruence
remain relevant.



Promotion: Associate and “Full”

Associate – *maturing in role: good in all areas with emerging strength in one (FEH 10.8.2.2).*

Professor (“Full”) – *established role: strong in all areas, excellent in one (FEH 10.8.2.3).*

Questions?
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Tenure: September 1, 2026

Promotion: October 10, 2026

Pretenure/Third-year Review:
February 6, 2027