

## **Promotion and Tenure Dossier Format**

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Last Name

First Name

Middle Name(s)

Consideration for: Tenure \_\_\_\_\_ Promotion \_\_\_\_\_

Candidate elects to be evaluated by the following tenure policy (select one):

\_\_\_\_\_ **Tenure policy in effect at time of hire**

\_\_\_\_\_ **Tenure policy in effect at time of last promotion (promotion dossiers only)**

\_\_\_\_\_ **Tenure policy that is currently in effect**

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## RECOMMENDATIONS

EVALUATOR	TENURE	PROMOTION
Department Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Department Chairperson (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
College or School Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Dean of College or School (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
Dean, Graduate School (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Provost & Senior Vice President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____

## GENERAL INFORMATION

1. Dossiers should be submitted electronically according to instructions provided by the Provost's office.
2. The vita should include the chairperson's ratings of publications, exhibits, or performances adjacent to each item. Only those items since the candidate's most recent promotion at TTU need to be rated.
3. Include copy of the candidate's original letter of hire that set forth TTU's expectations for the faculty member.
4. Copies of the candidate's annual reports with chairperson's assessments and the report of the third-year review should be provided. Just the annual reports and assessments as of the most recent promotion should be provided for cases that are promotion only.
5. Solicited or unsolicited letters should be included in the submission to the dean and the provost/senior vice president (PSVP). Letters from individuals outside the university are required (see OP 32.01 section 4.b.). Unit heads should provide information on the qualifications to judge the candidate's work for each person who provides a letter.
6. Only one submission regarding departmental and collegiate procedures should be included for each department and college.
7. Format of the submission to the PSVP

The dossier should be submitted as an electronic file with the following sections:

- a. Dean's letter
- b. Chairperson's letter. If a department or area tenure and promotion review committee provided written recommendations to the faculty and/or chairperson, that committee's report should follow the chairperson's letter.
- c. Vita with chairperson's rating of publications and creative activity
- d. Letters from external reviewers
- e. Basic information, to include the faculty member's original letter of hire
- f. Applicant's summary of teaching effectiveness
- g. Applicant's summary of research and creative activities
- h. Applicant's summary of service activities
- i. Faculty annual reports with chairperson's assessments, including third-year review where applicable.

## DEAN'S EVALUATION

### Dean's Recommendation:

The dean should submit in this section of the dossier a letter to the PSVP indicating the basis of the recommendation for the candidate. At the time the dossier is submitted to the PSVP, the candidate should also be provided information regarding the dean's recommendation.

(At this stage, only summary data should be submitted to the PSVP on student and peer evaluations, etc. Research and creative activity should be rated in the vita, but examples, publications, slides, etc. should not be forwarded unless requested.)

## ACADEMIC UNIT EVALUATION

### 1. Department Chairperson's Recommendation:

The department chairperson should submit in this section of the dossier a letter to the dean indicating the basis of the recommendation(s) for the candidate. At the time the dossier is submitted to the dean, the candidate should also be provided information regarding the recommendation.

### 2. Departmental Procedures:

The department chairperson should submit to the dean and college committee tenure and promotion ballots and ballot comments for each candidate. The ballot comments should be separated from the ballots when submitted to the college.

## SUPPORTING INFORMATION

1. Include a complete up-to-date vita with chairperson's rating of research and creative activity. After the applicant's submission to the department, the department chairperson must evaluate the reputation of the source publishing the results of the research, or standard for creative exhibition or performance, by placing a number in the left-hand margin of the curriculum vita. The chairperson may use additional sheets for notes and explanations if necessary. Include only publications or activities that have occurred since the last promotion. Only the applicant's summary and vita with chairperson's rating of publications or creative activity should be included for submission to the PSVP unless additional evidence is requested.

The scale is to be used for publications with the following definitions:

- 5 = Outstanding recognition in field, highly prestigious, refereed.
- 4 = Highly respected in field, refereed.
- 3 = Good reputation, selective in publication, refereed.
- 2 = Average, fairly easy to publish in, typically refereed.
- 1 = Below average publication, not discriminating on articles published.
- 0 = Not to be counted as publication.
- S = Special publication not ranked above.

2. Solicited and unsolicited letters of support, especially from outside the university, including information related to qualifications of the persons submitting letters to judge the candidate's work (see OP 32.01 section 4.b.).

Basic Information:

Original letter of appointment

a. Date of employment

*This means date of employment in current position. For example, if you are an Assistant Professor standing for tenure and promotion, you indicate your date of employment in that role. You would not indicate a date of employment corresponding to any other role, for example a Visiting Assistant Professor.*

b. Rank and title

c. Highest degree

d. Terminal degree for this position

e. Special qualifications

*Include here any certifications, trainings, or other qualifications specific to your position.*

f. Experience in other institutions of higher education

*Either list briefly or direct readers to pages in your CV.*

g. Nature of initial assignment

*Please direct readers to the page containing your offer letter.*

h. Changes subsequent to employment

*Include any administrative appointments or substantial changes in expectations or assignments.*

Degrees completed:

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University	Degree	Date Conferred
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Promotions granted:

(1) Date \_\_\_\_\_ from (rank) \_\_\_\_\_ to \_\_\_\_\_

(2) Date \_\_\_\_\_ from (rank) \_\_\_\_\_ to \_\_\_\_\_

(3) Number of calendar months from last promotion until beginning of this semester  
\_\_\_\_\_

Percent of time allocated to teaching, research, and service in current position:

\_\_\_% Teaching      \_\_\_% Research      \_\_\_% Service

i. In support of this recommendation:

Percent of assignment to teaching (average for last 3 years): \_\_\_\_\_ %,  
i.e., the portion paid from teaching salaries for the 9-month academic year

Teaching load last 4 semesters, excluding summer:

<b>This Semester:</b>			<b>Last Semester:</b>		
Course #	Credits	Enrollment	Course #	Credits	Enrollment
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		
<b>Previous Semester:</b>			<b>Previous Semester:</b>		
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		

Student advising activities and responsibilities:

For chairperson's response: Compared to other teaching assignments in the department, this applicant's load has been:

High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_

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## **TEACHING EFFECTIVENESS**

Summary evidence of teaching effectiveness prepared by the unit head in consultation with the applicant. Peer and student evaluation summaries are to be included.

## **RESEARCH AND CREATIVE ACTIVITY**

Summary evidence of research and creative activity prepared by the applicant.

## **PROFESSIONAL SERVICE**

Summary evidence of professional service prepared by the applicant.