DOSSIER: Guidelines and Check Sheet for Preparation of Tenure and Promotion Dossiers

Listed below are guidelines for preparation of dossiers for promotion and/or tenure. Dossiers should conform to the following format.

Faculty Evaluation Record
first thing after the table of contents sheet

Evaluation Letters/Statements (Provost, UCAP, Dean, CCAP, Chair, DPC)
directly following the Faculty Evaluation Record

Tabbed information starts here

Letters of Appointment and any letters adjusting time table, tenure timetable, terms of appointment, including letters or documents setting tenure timetable

Signed Statement of Expectations (signed by faculty member, department personnel committee chair, department chair, and dean)

Current Curriculum Vitae*

A Detailed Narrative Statement* for each evaluation criterion (teaching, professional activity, service) explaining how and to what extent the activities claimed have met the criteria and any approved elaboration thereof. Please include in your statement a) a pedagogical statement and b) a statement of your research.

individual tabs for each criterion – teaching, professional activity, service

Documentation in Support of the Narrative* above. Include a summary of all teaching evaluation comments and include a copy of the questions asked.

individual tabs for each criterion – teaching, professional activity, service

External Letters of Evaluation
Request letters from a sufficient number of outside evaluators to insure a minimum of 3 external letters of evaluation in your dossier

all external letters of evaluation grouped together with this tabbed section

All Annual Workload Assignments* for the past (5) five years or portion thereof that the member has been employed by UT and that this provision has been in force

All Annual Professional Activity Reports*, or equivalent, for the past 5 (five) years or portion thereof that the member has been employed by the University.

All Merit Pay Assessments*, or equivalent, for the past 5 (five) years or portion thereof that the University has employed the member.

Candidates for tenure- All Previous Annual Evaluations

Inventory of the Dossier Contents*

Inventory of Supplementary Materials (detailed list)

*These items require inclusion by the faculty member as per the Collective Bargaining Agreement