

FORMAT FOR TENURE AND PROMOTION DOSSIERS

1. Each promotion or tenure dossier may consist of no more than two volumes. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single dossier is acceptable but two separate transmittal sheets are required. Documents in both volumes must be easy to remove so that copies can be made. Do not use plastic document sleeves or spiral binding.
2. **VOLUME I** must be a standard, three-ring binder with spine no thicker than **one inch** and materials organized into three sections separated by dividers. The applicants name and the action (e.g., tenure, promotion to associate professor, promotion to professor) must be indicated clearly on both the front cover and spine of the binder.
 - A. **Section A** consists of promotion and /or tenure transmittal sheet, a copy of which is attached.
 - B. **Section B** should include a current curriculum vitae. The candidate may include an essay highlighting special accomplishments in front of the curriculum vitae.
 - C. **Section C** consists of evaluations originating at the various levels of review. Letters from external reviewers should also be included in this section.
3. **VOLUME II** must also be a standard, three-ring binder with a spine no more than **three inches** thick. It should contain all supporting documentation and be divided into three sections. The method of presentation of this material is left to the discretion of the candidate, but care should be taken to ensure that it can be reviewed easily by persons involved in the evaluation process.
 1. **Section A- TEACHING.** This section includes documentation of teaching effectiveness and should contain at least the printed summaries of the mandatory student evaluations administered during the fall semester. Additional student evaluations, student comments, course syllabi, etc., may also be included.
 2. **Section B- RESEARCH, SCHOLARSHIP, & CREATIVE ACTIVITIES.** This section includes items such as reprints of journal articles, copies of book chapters, successful grant applications, summary of citations, etc.
 3. **Section C- SERVICE.** This section will include a summary of university, professional, community service activities, as well as the economic development activities. Also include the documentation supporting the value and effectiveness of the service.

DOSSIERS MAY BE RETAINED IN THE PROVOST'S OFFICE INDEFINITELY. DOSSIERS SHOULD NOT CONTAIN MATERIAL THAT CAN NOT BE RETRIEVED OR REPRODUCED FROM THE APPLICANT'S OWN FILES.