

**FORMAT and INSTRUCTIONS FOR PREPARING PROMOTION, TENURE AND PRE-TENURE
REVIEW DOSSIERS
(AY 2019-2020)**
(All Ranks, All Classifications)

The promotion, tenure, and pre-tenure review document submission process has transitioned to an electronic process. All documents will only be submitted electronically. This change was made to increase efficiency and will reduce the time and resources needed for printing and transporting documents. This includes both tenure stream and teaching track faculty.

ALL Applicants will submit ALL dossier materials, in PDF format, via the Workflow Link within [Digital Measures](#), by the deadline specified by their school, if applicable, but no later than the deadline posted on the Provost's website.

Review committees will have access to candidate materials via Workflow in Digital Measures.

Please review and adhere to the instructions for preparing and submitting the dossiers to be considered in the promotion, tenure, and pre-tenure review process.

Please refer to the Provost's website regarding evidence of impact and contribution for scholarly or creative activities and research - <https://www.usm.edu/provost/promotion-and-tenure>.

Should you have any questions, please contact the Office of the Provost, 601-266-6573.

ONLINE DOSSIER SUBMISSION INFORMATION

While the presentation of this material is left to the discretion of the candidate, school and unit documents should guide the contents of each section of the dossier.

PDF File Guidelines:

Care should be taken to ensure that the materials are clear and easy to read. It is recommended that whenever possible, documents/items be **printed to PDF, rather than scanned**. This helps with both clarity and file size.

If items must be scanned, they should be scanned to PDF, not a .jpg or other image file type. Scanning in black and white can help with file size and clarity. For assistance and information on creating PDF documents, please refer to the website.

Bookmarks: Main sections within each area should be marked by a "Bookmark" in the PDF file. The Bookmark acts as a tab or divider in the online dossier. Example: In the research section file, have Bookmarks for Publications, Presentations, Grants, Performances, In Progress, etc.

2019-2020 ELECTRONIC SUBMISSION GUIDELINES

*****REFER TO YOUR SCHOOL/UNIT REQUIREMENTS FOR SPECIFIC REQUIRED ITEMS, DOCUMENTS, AND GUIDELINES*****

In addition to the unit guidelines, both the Faculty Handbook and the following information should guide your dossier preparation.

ELECTRONIC DOSSIER ITEMS	FILE NAME <i>(All files must be in PDF format)</i>
A. PROMOTION AND TENURE DOSSIER DOCUMENTS	
School/Unit Guidelines	LastName_Firstname_guidelines
Curriculum Vita <input type="checkbox"/> Current curriculum vita, using the report template in Digital Measures, with the percent contribution and impact factor of the journal indicated for each publication, if applicable.	LastName_Firstname_CV
Annual Evaluations <input type="checkbox"/> Annual evaluations for all years (most recent evaluation first) <input type="checkbox"/> Pre-Tenure ONLY: copy of appointment letter with salary information redacted NOTE: This should be a SINGLE file of ALL evaluations, not separate files for each year	LastName_Firstname_annualevaluations <u>FOR PRE-TENURE DOSSIERS ONLY:</u> LastName_Firstname_appointmentletter
Personal Essay/Narrative Statement <input type="checkbox"/> Personal narrative statement highlighting special accomplishments	LastName_Firstname_essay
B. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES	
<input type="checkbox"/> Items <i>such as</i> : listing of journal articles, listing of books or book chapters, list of successful grant applications, summary of citations, etc., with appropriate supporting documentation according to the unit guidelines.	LastName_Firstname_Research
C. TEACHING/LIBRARIANSHIP	
<input type="checkbox"/> Teaching documents and activity <input type="checkbox"/> Mandatory student course evaluations administered during the previous semesters (in reverse chronological order) Please <i>do not</i> submit separate files for each semester or course. Each of these category items should be as a single file (one for teaching; one for course evaluations).	There will 2 separate files: 1. Teaching 2. Course Evaluations LastName_Firstname_teaching OR LastName_Firstname_librarianship AND LastName_Firstname_course evaluations
D. SERVICE	
<input type="checkbox"/> **Summary of university, professional, community service activities, as well as any appropriate activities. Documentation supporting the value and effectiveness of the service should also be included.	LastName_Firstname_service

A. PROMOTION AND TENURE DOSSIER DOCUMENTS

UNIT GUIDELINES

Include a PDF of the unit guidelines for promotion and tenure.

CURRICULUM VITA

Applicants should use the {CV Template – ***Promotion and Tenure CV Template***} “report” as the base template for the CV. The simplicity of the format is to ensure that there is a level of consistency in the content and location of information in the CV.

The template is available in the Report Menu in Digital Measures. When the report is run, it will populate with any data already entered into Digital Measures. Again, this is the base template. Even if you have not entered any information into Digital Measures, you will need to run this report to download the template.

The output is a Word document that you can then edit and update (e.g. add in percent of contribution for multi-authored works/performances or more detail for courses taught). You will then upload the final version of the CV (PDF) once you have added the information. Note: information you add to the Word document does not automatically go into Digital Measures.

The information/heading text can be modified. For example, your discipline may use *Scholarly or Creative Activities* where another may use *Research* when referring to publications, presentations, performances, etc. Or, you may not have entered any information into Digital Measures and will add it from an existing CV into each section on the template. If there is a section that is not applicable to you, you may eliminate that section (i.e. grant funding or non-credit instruction taught, etc.). However, the sequence of the template sections and contents requested—unless not applicable to your discipline—may not be modified.

ANNUAL EVALUATIONS – All years (under review)

Annual evaluations for all years (most recent evaluation first) should be a SINGLE file of ALL evaluations (not separate files for each year).

PERSONAL ESSAY/NARRATIVE STATEMENT HIGHLIGHTING SPECIAL ACCOMPLISHMENTS (revised instruction)

Applicants may submit an essay/narrative statement highlighting special accomplishments. These are limited to 3,000 words or less.

B. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

This section file includes items of appropriate supporting documentation according to the unit guidelines such as a summary listing (articles, chapters, performances, etc.), with external links to electronic copies of documents, videos, etc. (it is not necessary to include the entire item *unless specified by unit criteria/guidelines*); summary of successful grant applications (it is not necessary to include the entire application); summary of citations, solicited letters of support, etc. For books/chapters include a copy of the front and back covers, and a link (if available). It is not necessary to include entire books or chapters, *unless specified by unit criteria/guidelines*. Refer to the Provost’s website for the documentation requirements for multi-authored and peer-reviewed/refereed publications or activities.

C. TEACHING/LIBRARIANSHIP

This section file includes documentation of teaching effectiveness and should contain the official mandatory student course evaluations administered during previous semesters. *Check unit guidelines and criteria for any additional specific documentation that needs to be included.*

D. SERVICE

This section file will include a summary of activities for university service, professional service, community service, etc. Documentation supporting the value and effectiveness of the service should also be included.