College of Science and Technology
Tenure and Promotion Dossier Format
revised June 2014

College of Science and Technology (CoST) Promotion and Tenure policies are located in Appendix I of the College By-Laws at http://www.usm.edu/science-technology/college-bylaws

University and Provost guidelines specify the format, content, and organization of Tenure and Promotion dossiers at http://www.usm.edu/provost/promotion-and-tenure

Below are some important details about dossier preparation that are sometimes overlooked by the faculty member, but which should be considered either because they are required by the University & Provost or are recommended by those who review the dossiers for the college.

DOSSIER
PLEASE use labeled, tabbed dividers to separate the sections and major subsections of volumes I and II of the dossier. Use dividers on which you can print/type the name of each section because slips of paper that can be inserted into tabs typically fall out.
Do not use plastic document sleeves (required).

VOLUME I:  standard 1 inch, three ring binder (required)
1. Include a summary/synopsis of accomplishments.
2. Make sure the CV is current, accurate, and that entries are the same as similar data reported in Volume II.
3. Include ALL annual evaluations, or explain why one or more years are not available.
4. For Tenure and Promotion:
   Include ALL pretenure (third year) review documents from department/school, chair/director, College Advisory Committee (CAC), dean, provost.
5. For Tenure and Promotion:
   If required by your department/school for promotion to associate professor, include assessment letters from external reviewers.
   External review letters must be included for promotion to full professor.

VOLUME II: standard three-ring binder, with spine no more than 3 inches thick (required)
Recommended (very helpful to all reviewers): include a table of contents, to make it easy for the reviewers to find the required information.

A. Teaching
1. List the content courses you taught each semester (prefix, number, title) and indicate any that are taught online. State whether you developed any new content courses.
   State the titles of all lecture/lab courses taught as a Special Topics course.
2. Include student course evaluations for ALL sections of the courses you taught. Separate the course evaluations by academic year and organize by course to demonstrate development over time. It is helpful to put a blank sheet of colored paper to separate academic years.
3. Recommended by CoST CAC: include the written student evaluation comments for all courses, not just selected comments for specific sections.
4. List the names and dates (academic year) of all students you mentored or whose research you directed, and specify if high school, undergraduate, Honors College, MS, or PhD.
   Indicate date (semester and year) of graduation, or pending graduation, for graduate students.
Optional
1. Mention any improvements or innovations in teaching
2. You may list graduate committees on which you served. You should list these if there are no MS or PhD programs in your research area or department/school.
3. Other teaching activities, including educational outreach.

B. Research and Scholarly Activities
*Articles in questionable journals are not suitable for tenure and promotion at USM. See last page of the current document for attached memo from Provost Wiesenburg dated August 13, 2013.*

1. Accurately organize and identify publications in this order: published, in press, accepted, submitted. There is no need to include citations for manuscripts “in preparation”.
   Include letter or email message from editor specifying acceptance for in press and accepted works.
   Include journal name and date submitted for submitted works.

Identify scholarly works including books, book chapters, peer reviewed journal articles, peer reviewed conference proceedings, non-peer reviewed journal articles and non-peer reviewed conference proceedings as those published prior to arriving at USM and since arriving at USM.
Indicate if the publication is based on research completed at USM or based on work done at a previous institution.

Use complete and accurate citations. List all coauthors. Identify student coauthors. Include the date. Do not abbreviate journal or conference name. Include volume number and inclusive page numbers.

YOU MUST specify:
   a). the % of your contributions on multiple authored publications
   b). the acceptance % of the journal or other available quality metrics that can be associated with the publisher. Most publishers will provide this information if it is not available on the journal website.
   You MAY include impact factor or citation statistics if they are applicable or available; state the source of the impact factor.

2. List presentations since arriving at USM, and specify as oral or poster. Indicate if the work is based on research completed at USM or based on work done at a previous institution. Include all coauthors. Identify any student coauthors. Include the title of the presentation; full name of conference; city, state, and country if international; inclusive dates of conference.

3. List proposals and preproposals submitted. Separate internal from extramural submissions. Specify whether each was funded, not funded, or pending.
Indicate the PI and list/specify all CoPIs and their affiliation if not from USM. You cannot state that all investigators are CoPIs. There must be one, and only one, PI per proposal; all other investigators are CoPIs.
Identify funding agency, total amount requested or awarded, the date (year) submitted or awarded, and the inclusive dates of the grant or contract. Include the percentage of the grant
proposal or award that was your effort and the amount of the funding that you received or would receive.

Include the total amount requested or received from the funding source, including F&A. If multi-institutional, indicate the amount coming to USM and to the other institution(s). Specify the amount managed by you.

Please request (and include in the dossier) a “Grants Activity Report” (GAR) from Mary Green in SPA (Sponsored Programs Administration), using your initial date of arriving at USM and the ending date a couple of weeks prior to the deadline for dossier submission. The GAR lists most of the information requested above.

C. Service
1. Specify whether service is at the department/school, college, or university level.
2. Include service to the discipline and outreach activities.
To: Academic Chairs and Directors  
From: Denis A. Wiesenburg  
Provost  
Date: August 13, 2013  
Subject: Tenure and Promotion Documentation Changes  

To improve the review of tenure and promotion material provided by faculty candidates, I am modifying the instructions for the preparation of promotion and tenure dossiers as allowed in Section 9.5.1 and 9.7.3 of the USM Faculty Handbook. These changes are effective immediately.

In submitting material as evidence of scholarly or creative activities and research, the resume of the promotion or tenure candidate should include for each activity the percentage contribution of the candidate. For example, if a scholarly publication has multiple authors, the candidate should specify their percentage (e.g., 50%) of their specific contribution to the publication. Percentages of contribution must also be provided for research activities (proposals, funded research awards, performances, etc.). For refereed or peer-reviewed publications, the acceptance percentage for the journal or other form of publication must be provided (e.g., 23%). Most publishers will provide this information if it is not available on their website. Dossiers submitted this semester should include this additional required information.

I would also like to caution peer and college committees to consider carefully their assessment of open access publications. The New York Times published an article recently that I ask you to read at http://www.nytimes.com/2013/04/08/health/for-scientists-an-exploding-world-of-pseudo-academia.html?pagewanted=all&_r=0. Some open access journals will publish papers if you send a check with the manuscript or after it is received – guaranteed. And, they will tell you that it has been peer reviewed. Considering questionable journals as valid in the tenure and promotion process will weaken our University. The New York Times article notes that “Jeffrey Beal, a research librarian at the University of Colorado in Denver, has developed his own blacklist of what he calls “predatory open-access journals.”” The list is available on his website at http://scholarlyoa.com/individual-journals/. Unfortunately, this list is not inclusive as new journals appeal often. See also: http://fakejournalss.wordpress.com/. I encourage you to be diligent in reviewing and consider excluding articles in questionable journals in your review of faculty for promotion and tenure.

cc: Dr. Rodney Bennett, President  
Academic Deans  
General Counsel