FORMAT FOR
PRE-TENURE REVIEW DOSSIERS (AY 2017-2018)

During the 2017-2018 Promotion, Tenure, and Pre-Tenure Review cycle, the transition to an electronic submission and review process will begin. This also applies to the teaching-track promotion review process, which follows the same schedule as the tenure and promotion review.

This transition to electronic submission will be done in two phases in order to prevent any disruption to existing departmental and college committee evaluation procedures.

**For the 2017-2018 academic year, the traditional paper-based evaluation process will be used.**

**PHASE I:**

*Academic Year 2017-2018*

- ALL Applicants will submit a hard copy of both Volume I and Volume II dossiers to their departmental committee, as per existing process and policy.

- ALL Applicants will ALSO submit their dossier materials in electronic format to The Office of the Provost by the deadline specified on the Provost’s calendar or, if earlier, the departmental deadline. These materials must contain identical contents as included in the binders.

**PHASE II:**

*Academic Year 2018-2019*

- ALL dossier materials will be submitted electronically, in the specified format to The Office of the Provost.

**BINDERS**

*In addition to your departmental guidelines, the following information should guide your dossier preparation.*

1. Each pre-tenure review dossier may consist of no more than two volumes. Documents in both volumes must be easy to remove so that copies can be made. Please *do not use* plastic document sleeves (unless absolutely necessary) or spiral binding.

2. **VOLUME I** must be a standard, one inch three-ring binder with materials organized into three sections, clearly separated by dividers. The applicant’s name, college, department/school and the action, “Pre-Tenure Review” must be indicated clearly on both the front cover and spine of the binder.

<table>
<thead>
<tr>
<th>EXAMPLE: COVER PAGES FOR BOTH BINDERS</th>
<th>EXAMPLE: SPINE FOR BOTH BINDERS</th>
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</thead>
<tbody>
<tr>
<td><strong>VOLUME I (or II)</strong></td>
<td>Include the following information on the spine of the notebook.</td>
</tr>
<tr>
<td>You S. Emfaculty</td>
<td>Volume II: You S. Emfaculty – College, Department</td>
</tr>
<tr>
<td>Pre-Tenure Review</td>
<td></td>
</tr>
<tr>
<td>College of __________________________</td>
<td></td>
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<tr>
<td>Department/School of ________________</td>
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A. **Section A** consists of the most recent pre-tenure recommendation form, located on the Provost’s web page, and a copy of the USM initial offer letter, showing years of credit toward tenure, if any. The Pre-tenure review decision letters from departmental committee, department chair, CAC, and Provost must be included, in reverse chronological date order, after this form.

B. **Section B** should include a current curriculum vitae. The candidate may include an essay highlighting special accomplishments, to be placed before the curriculum vitae.

C. **Section C** consists of annual evaluations for all years at USM.
3. **VOLUME II** must also be a standard, three-ring binder with a spine no more than **three inches** thick. *The applicant’s name and information should follow the format shown in the example above.* 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 a minimum, the printed summaries of the mandatory student evaluations administered during the prior semesters. 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 any economic development activities. Documentation supporting the value and effectiveness of the service should also be included.

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