

**COLLEGE OF LIBERAL ARTS**  
**TENURE AND PROMOTION SAMPLE DOSSIER**  
**SUMMER 2007**



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# *The University of Mississippi*

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## *Interoffice Memorandum*

### **COLLEGE OF LIBERAL ARTS**

**University, MS 38677**

**Phone: (662) 915-7178 Fax: (662) 915-5792**

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**TO:** Faculty and Department Chairs, College of Liberal Arts  
**FROM:** Holly Reynolds, Assistant Dean, College of Liberal Arts  
**DATE:** 6/19/2007  
**SUBJECT:** Tenure/Promotion Dossier

The purpose of this sample tenure and promotion dossier is to assist faculty members in organizing their application materials and to assist the department chairs in completing the required forms and memos. There is also an official check sheet of required elements for the dossier that can be found in the dossier notebook assembled by the Office of the Provost.

If you have any further questions about putting together the tenure and promotion dossier, please feel free to contact me.

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## Tenure and/or Promotion Dossier Routing Sheet

**Candidate Name:** \_\_\_\_\_

<b>Action</b>	<b>Published Deadline</b>	<b>Date Completed or Forwarded</b>	<b>Signature of Responsible Individual</b>
Submission of Dossier	September 1		
Departmental Meeting	Prior to November 21		
Department Recommendation to Dean	November 21		
Dean's Recommendation to Graduate Dean	December 10 (T) January 3 (P)		
Graduate Dean's Recommendation to Vice Chancellor for Academic Affairs			

## **APPLICATION FOR PROMOTION**

**To be given to the candidates' department chair  
(dean in the case of Law and Accountancy faculty)**

I hereby declare that I seek promotion to the rank of:

\_\_\_\_\_  
Associate Professor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **WITHDRAWAL OF APPLICATION FOR PROMOTION**

I hereby declare that I no longer wish to be a candidate for promotion to the rank of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Academic Dean  
Vice Chancellor for Academic Affairs

**Jane Doe**  
**Department of Agricultural Sciences**

**Outline format with A-K items described in the instructions for the tenure/promotion dossier.**

## THE TENURE DOSSIER

Tenure is conferred upon a faculty member by the Chancellor after a period of probationary service. The Chancellor's decision to confer tenure or not is based upon the evaluations and recommendations of the faculty member's chair and dean, the Graduate Dean, and the Vice Chancellor for Academic Affairs. In order that their evaluations and the Chancellor's decision be based on sound evidence, a dossier documenting the case for or against the granting of tenure must be compiled.

The departmental chair is charged with compiling the tenure dossier. (If there is no chair of the unit involved, the appropriate dean or director shall act in place of the chair.) With the exception of letters from external evaluators, the faculty member applying for tenure (the candidate) is responsible for providing the materials for the dossier. Forms for tenure, these instructions on preparing the tenure dossier, and University deadlines will be available in the office of the Provost/Vice Chancellor for Academic Affairs. Before applying for tenure the candidate should read the section on academic tenure in the **Online Policy Directory, Tenure Policies & Procedures, Policy Code ACA.FG.400.001**. The chair shall insure that the candidate has a copy of this document. The chair shall set a timetable for the submission of the various parts of the dossier, so that the dossier is available to the tenured faculty prior to their meeting to discuss the candidate. The dossier shall become a permanent part of the tenure record and will accompany the official University Faculty Tenure Report forms.

The tenure dossier will consist of at least the lettered/numbered items listed below. If an item is inappropriate and no entry is made, its letter and number should appear, followed by "none" or "not appropriate" or some other explanatory remark. Candidates applying for both tenure and promotion may submit only one dossier. It should be noted, however, that the schedules for tenure and promotion are somewhat different at certain stages.

### A. EMPLOYMENT RECORD

1. Service with the University. (Give date and rank of original employment with a record of subsequent promotions or other change of status if any.)
2. Previous full-time academic employment. (Give institutions and dates.)
3. Other employment or activity considered as contributing to academic competence.

### B. ACADEMIC RECORD

1. Degrees completed. (Give granting institutions and dates.)
2. Prospective additional degrees. (Give granting institution, anticipated date, and requirements still to be met.)
3. Other permanent academic work.

### C. TEACHING RECORD

1. Course load. (List, by semesters, courses taught at the University of Mississippi. For faculty at the University less than two years, also list courses taught at other institutions in the last two years. For each course, provide course designation, enrollment, contact hours, lecture and/or laboratory schedule.)

2. Dissertations and theses directed. (Give number of doctoral dissertations and masters theses directed to completion.)
3. Director of dissertations and theses in progress. (Give number of dissertations and theses currently under active direction.)
4. Other pertinent teaching activity.

#### D. PUBLICATION

1. Printed publications. (List publications in bibliographical form, exclusive of minor reviews.)
2. Pending publications. (List materials accepted for publication or submitted in presumed final form for publication, giving details.)
3. List other pertinent publication information. (Do not include material to be shown below under "Grants.")

#### E. PERFORMANCES, EXHIBITIONS, AND COMPOSITIONS

1. Performances, recitals, and concerts (list title, part, location, date, and sponsor).
2. Compositions (give composer, title and type, performance data, and publication data).
3. Productions (list role, nature of production, location, and sponsor).
4. Exhibitions (indicate time, place, jurors, whether one-person exhibit, etc.).
5. Commissioned works.
6. Other pertinent information about performances or exhibitions.

#### F. GRANTS

1. Grants approved. (List training, research, or other grants of outside funds obtained on the basis of proposals prepared entirely or largely by individual concerned. Give type of grant, collaborators, dates, amount awarded, granting agency.)
2. Grant proposals pending. (List pending grant proposals so prepared.)
3. Other pertinent grant information.

#### G. EXTERNAL EVALUATIONS (To be provided by chair)

The department chair is responsible for obtaining external evaluators, in accordance with the process given in the departmental guidelines. A sample letter requesting external evaluation, which may be adapted to the program involved, is attached.

In the dossier, preface each letter of evaluation with a few sentences identifying the evaluator and giving his or her relationship with the candidate.



## H. PROFESSIONAL ACTIVITIES

1. Membership in professional organizations. (List current memberships.)
2. Offices held. (State regional, or national offices held in professional organizations.)
3. Papers presented. (List papers read to or reports prepared for professional organizations.)
4. Additional pertinent information regarding professional activities.

## I. SERVICE.

1. Routine (but important) service to the University (serving on and chairing standing and special committees, serving on the Senate of the Faculty, developing departmental or school programs, etc.)
2. Non-routine service to the University (playing a major role in large projects of University development, furnishing continuing leadership to student and/or faculty organizations, serving as a major adviser in continuing academic counseling programs, working with academic recruitment programs, or taking part in other activities which enhance the excellence of the University or the quality of life of students and faculty, etc.)
3. Service which makes the facilities and the expertise of the University available to the larger society of which it is a part. (Such service may be formally organized through the Division of Continuing Education, or through research and service bureaus; or it may be less formally provided for through departmental or school programs which require participation in providing various learning experiences in nontraditional formats.)
4. Service to one's discipline. (Service with accreditation teams or other evaluation committees; editorial service with scholarly journals; and service on panels which evaluate research proposals for federal grants. Such service should be on a scale that brings significant recognition to the individual and the institution.)

## J. HONORS

1. Organization membership. (List memberships in scholarly or other honorary organizations.)
2. Other honors.

## K. ADDITIONAL INFORMATION

Supply additional information that should be considered in evaluating qualifications for tenure.

## THE PROMOTION DOSSIER

Promotion in rank is approved by the Chancellor according to criteria set forth in the university promotion policy and the departmental guidelines for promotion. The Chancellor's decision to promote or not is based upon the evaluations and recommendations of the faculty member's chair and dean, the Graduate Dean, and the Vice chancellor for Academic Affairs. In order that their evaluations and the Chancellor's decision be based on sound evidence, a dossier documenting the case for or against promotion must be compiled.

With the exception of letters from external evaluators, the faculty member applying for promotion is responsible for providing the materials for the dossier. When the candidate applies for promotion the chair should provide the candidate with departmental deadlines for the various stages in the promotion process. Forms for promotion, these instructions on preparing the promotion dossier, and University deadlines will be available in the office of the Provost/Vice Chancellor for Academic Affairs. Before applying for promotion the candidate should read the section on academic promotion in the **Online Policy Directory, Promotion Policies & Procedures, Policy Code ACA.FG.400.003**.

In addition to the application form and the recommendations forms of the various academic officers, the promotion dossier will consist of at least the lettered/numbered items listed below. If an item is inappropriate and no entry is made, its letter and number should appear, followed by "none" or "not appropriate" or some other explanatory remark.

Candidates applying for both tenure and promotion may submit only one dossier. It should be noted, however, that the schedules for tenure and promotion are somewhat different at certain stages.

### A. EMPLOYMENT RECORD

1. Service with the University. (Give date and rank of original employment with a record of subsequent promotions or other change of status if any.)
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2. Grant proposals pending. (List pending grant proposals so prepared.)
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#### G. EXTERNAL EVALUATIONS (To be provided by chair)

The department chair is responsible for obtaining external evaluators, in accordance with the process given in the departmental guidelines. A sample letter requesting external evaluation, which may be adapted to the program involved, is attached.

In the dossier, preface each letter of evaluation with a few sentences identifying the evaluator and giving his or her relationship with the candidate.

## H. PROFESSIONAL ACTIVITIES

1. Membership in professional organizations. (List current memberships.)
2. Offices held. (State regional, or national offices held in professional organizations.)
3. Papers presented. (List papers read to or reports prepared for professional organizations.)
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## I. SERVICE.

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2. Non-routine service to the University (playing a major role in large projects of University development, furnishing continuing leadership to student and/or faculty organizations, serving as a major adviser in continuing academic counseling programs, working with academic recruitment programs, or taking part in other activities which enhance the excellence of the University or the quality of life of students and faculty, etc.)
3. Service which makes the facilities and the expertise of the University available to the larger society of which it is a part. (Such service may be formally organized through the Division of Continuing Education, or through research and service bureaus; or it may be less formally provided for through departmental or school programs which require participation in providing various learning experiences in nontraditional formats.)
4. Service to one's discipline. (Service with accreditation teams or other evaluation committees; editorial service with scholarly journals; and service on panels which evaluate research proposals for federal grants. Such service should be on a scale that brings significant recognition to the individual and the institution.)

## J. HONORS

1. Organization membership. (List memberships in scholarly or other honorary organizations.)
2. Other honors.

## K. ADDITIONAL INFORMATION

Supply additional information that should be considered in evaluating qualifications for tenure.

## **Notes to Faculty Member about Application Appendices**

1. Use smaller sized or colored tabs to separate the different appendices to this section of the dossier to distinguish them from the formal tabbed sections of the dossier. To divide categories of material within each appendix, consider using a thicker sheet of paper or colored sheet of paper that identifies the next sub-section of the appendix. See the example.
2. The appendices should immediately follow the application information about research, teaching, and service and not placed at the back of the binder.
3. Include a typed cover sheet for each appendix outlining what documentation is included in that appendix....similar to the example.
4. All dossiers should include an appendix for teaching.
  - a. Student teaching evaluations are mandatory for every course. If they are not available, insert a short explanation. Include only the summary sheet with the percentages and not the multiple pages of charts. The written student comments are not necessary.
  - b. For faculty applying for tenure/promotion to associate professor, include all years of teaching evaluations at UM. For faculty applying for promotion to full professor, only include the past 5 years of teaching evaluations.
  - c. Information from the second method of teaching evaluation must be included for those departments that have implemented it. In this example, I used peer teaching evaluations.
  - d. Any other course material is optional. In this example, I have included course syllabi.
5. When the dossier is still at the stage of departmental level review, it may include appendices for research, grants, creative activities, or whatever else may be appropriate. These appendices organize the direct evidence of productivity that is relevant for the candidate's review by peers. When the dossier is delivered to the Dean's office, the general rule is that all appendix material (research, grants, creative activities, etc.) should be removed except for the teaching appendix.

## **APPENDIX A: TEACHING**

[This sheet lists the items - by category - that are included in the appendix. It should be the first page of this appendix. Below is an example.]

### **A. Student Teaching Evaluations** [Mandatory for every course. If not available, insert a short explanation.]

Fall 2000: AGR 100, AGR 302  
Spring 2001: AGR 101, AGR 450  
Fall 2001: AGR 100, AGR 670  
Spring 2002: AGR 101, AGR 480  
Fall 2002: HON 100, AGR 302  
Spring 2003: AGR 101, AGR 450  
Fall 2003: AGR 100, AGR 670  
Spring 2004: AGR 101, AGR 480  
Fall 2004: AGR 100, AGR 302  
Spring 2005: AGR 101, AGR 450

### **B. Peer Teaching Evaluations** [Second method of teaching evaluation]

Fall 2000: AGR 100. Evaluation by John Fawn  
Spring 2002: AGR 101. Evaluation by Janet Buck  
Fall 2002: AGR 100. Evaluation by Joe Stag  
Spring 2004: AGR 480. Evaluation by Jacob Deer  
Fall 2004: AGR 302. Evaluation by John Fawn

### **C. Syllabi** [optional]

AGR 100  
AGR 101  
AGR 302  
AGR 450  
AGR 480  
AGR 670

## STUDENT TEACHING EVALUATIONS

## PEER TEACHING EVALUATIONS



## COURSE SYLLABI

## Summary sheet for student teaching evaluations of course 1

## Summary sheet for student teaching evaluations of course 2

## Summary sheet for student teaching evaluations of course 3

## Peer teaching evaluation form for class 1

## Peer teaching evaluation form for class 2

## Peer teaching evaluation form for class 3

## Syllabus for course 1



## Syllabus for course 2

## Syllabus for course 3

## **APPENDIX B: RESEARCH**

[This sheet lists the items - by category - that are included in the appendix. It should be the first page of this appendix.]

**INSERT OFFICIAL DEPARTMENT GUIDELINES HERE**

### **Notes to the Faculty Member about the Annual Reviews Section**

1. Do not include the annual faculty activity reports.
2. Include the annual chair's review for each year under consideration.
3. Place them in order of the earliest year first to the most recent year last.
4. If somehow an annual review form is missing, check with the Dean's office to see if we have a copy on file. If no copy can be found, then the chair should insert a short explanation sheet.

### **Notes to the Department Chair concerning the Outside Evaluator Section**

1. Include either one sample copy of your letter sent to every evaluator asking to review the candidate's dossier or a copy of each separate letter.
2. If the department's tenure and promotion guidelines were not followed in the selection of the outside evaluators, please add a short statement of explanation.
3. You may write "see attached memo" on the official forms that are inserted in this section. Your memo should include a short statement about how the evaluators were selected. This memo would have separate paragraphs for each evaluator that includes the following information:

Name. Title. Institution. Suggested by: [department chair, department faculty, or candidate]  
A sentence or two about why this evaluator is appropriate for reviewing the candidate's record.

Name. Title. Institution. Suggested by: [department chair, department faculty, or candidate]  
A sentence or two about why this evaluator is appropriate for reviewing the candidate's record.

## OUTSIDE EVALUATORS (TENURE)

Provide relevant information on each outside evaluator (departmental guidelines include information about how evaluators are chosen). In each case indicate whether the person was chosen by the candidate or by the chair (or other members of the department). Provide other helpful information about the evaluator: relation to the candidate, reasons for choosing the evaluator (recognized authority in field of candidates, etc.), experience at institution comparable to University of Mississippi, etc.

see attached memo

## OUTSIDE EVALUATORS (PROMOTION)

If outside evaluations are used, provide relevant information on each outside evaluator (departmental guidelines include information about how evaluators are chosen). In each case indicate whether the person was chosen by the candidate or by the chair (or other members of the department). Provide other helpful information about the evaluator: relation to the candidate, reasons for choosing the evaluator (recognized authority in field of candidate, etc.), experience at institution comparable to University of Mississippi, etc.

see attached memo



### **Notes to the Department Chair Concerning “Departmental Meeting” Section**

1. There must be a memo or email, probably written in spring/summer, from you to the faculty member that she will be considered for tenure/promotion in the fall.
2. There must be a memo/email from you giving notification to the faculty member of the department meeting date and time to vote on tenure/promotion.
3. Do not put your name on the list of faculty “present and voting” at the faculty meeting. However, you do sign the form at the bottom if you presided over the meeting.

## FACULTY MEETING TO CONSIDER PROMOTION

Name of faculty member being considered Jane Doe

Date of faculty meeting 10/28/06

Faculty Members Present and Voting

Rank

(type names here)

(do not include chair's name)

My signature indicates that a secret-ballot vote was taken.

\_\_\_\_\_  
Signature

(Provide information about any absentee votes.)

## FACULTY MEETING TO CONSIDER TENURE

Name of faculty member being considered Jane Doe

Date of faculty meeting 10/28/06

Faculty Members Present and Voting

Rank

(type names here)

(do not include chair's name)

My signature indicates that a secret-ballot vote was taken.

\_\_\_\_\_  
Signature

(Provide information about any absentee votes.)

## **Notes to the Department Chair Concerning “Departmental Recommendation” Section**

1. Do not include your vote with the department vote total on these forms. Instead, your vote is indicated in the separate letter that is attached to these forms.
2. Dean Hopkins gives guidance about what should be covered in your memo.
3. You should include a copy of the formal letter given to the faculty member concerning the decision of the department and the chair.

**The University of Mississippi  
Academic Promotion Report**

RECOMMENDATION OF THE CHAIR OR IMMEDIATE SUPERVISOR

Name of candidate for promotion Jane Doe

Current rank Assistant Professor

Department Agricultural Sciences

Vote of eligible faculty:

10 For promotion

1 Abstention

2 Against promotion

0 Unavailable

Based on the evaluation given below, my recommendation is:

X Promote

       Do not promote

Chair's evaluation (attached extra sheets as necessary):

See attached letter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**The University of Mississippi  
Academic Tenure Report**

RECOMMENDATION OF THE CHAIR OR IMMEDIATE SUPERVISOR

Name of tenure candidate Jane Doe

Title Assistant Professor

Department Agricultural Sciences

Vote of the tenured faculty:

10 For the granting of tenure

1 Abstention

2 Against the granting of tenure

0 Unavailable

Based on the qualifications shown in the attached dossier and on my evaluation of the candidate's performance given below, my recommendation is:

X Grant tenure

     Do not grant tenure

Chair's evaluation (attached extra sheets as necessary):

See attached letter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title