

COD PROMOTION and TENURE REVIEW DOSSIER TEMPLATE FOR 2024-2025

The Promotion and Tenure Dossier Template and Vita Guidelines are recommendations based on the sequence and content outlined in sections 5.3.1.1. through 5.3.2. of the July 2024 edition of the [ISU Faculty Handbook \(FH\)](#) regarding the promotion and tenure vita and portfolio. They highlight contributions to the discipline (scholarship) and PRS activity performance, which are key qualifications for academic rank as noted in FH, 5.2.3.

All promotion and tenure dossiers must be submitted in PDF format, with sections bookmarked as directed in the document, [Promotion and Tenure Dossier Submission Process](#).

- [Checklist](#) should be completed by the Department Chair and the Dean's Office.
- [Cover sheet](#) should be completed by the Department Chair.
- [Voting record](#) should be completed by the Dean's Office.
- **Tab 1 Factual information summary, Position Responsibility Statement and VITA:** is the responsibility of the candidate in consultation with their mentors (or senior members of the faculty)
 - [Factual information summary](#) is an internal document and should not be shared with external reviewers. The candidate is responsible for its accuracy and the department chair corrects any errors in consultation with the candidate.
 - [Position Responsibility Statement \(PRS\)](#) (include all PRSs, signed by the candidate and the department chair; current signed PRS must be downloaded from Workday).
 - Candidate's Vita
 - The vita should be organized by standard categories and in reverse chronological order (most recent items listed first)
 - When listing publications, the candidate includes page numbers for all items in print.
 - The [candidate's role in any collaborations](#) – whether teaching, grants, publications, or other activities – must be clearly explained.
 - When listing graduate students, the candidate should indicate graduation dates.
- **Tab 2 Documentation of candidate's scholarship and performance:** is the responsibility of the candidate in consultation with their mentors (or senior members of the faculty).
 - Candidate's portfolio summary/dossier (25-page maximum). Candidates are expected to prepare a more extensive portfolio, including primary materials, for us at the department and college level, in addition to sharing them with the external evaluators. However, only [the 25-page summary is submitted to the SVPP](#). As the Faculty Handbook specifies, the portfolio "provides a clear understanding of the candidate's accomplishments within scholarship and their areas of faculty activities." The portfolio must include "an overall statement of the candidate's accomplishments in scholarship as they relate to teaching, research/creative activities, and extension/professional practice" ([Faculty Handbook 5.3.2](#)). The Faculty Handbook offers an extensive listing of items which may be reviewed

or included in the portfolio. SVPP requires the following materials to be incorporated into the Tab 2:

- A statement of teaching philosophy
- A statement of research/creative activities accomplishments and future scholarly agenda.
- Evidence of performance of position responsibilities in teaching, research/creative activities, extension/professional practice, and institutional service.
- Teaching materials must include, in tabular form, student ratings of teaching data with comparative department or college norms. Student ratings will be gathered by the Dean's Office.

Candidates are encouraged to describe the [impact of the COVID-19 pandemic on their workload](#). They are also encouraged to add a section to their dossiers [documenting their innovation and entrepreneurship](#).

Organization of the candidate's materials will vary depending on the position responsibilities and achievements of the candidate. The main goal of Tab 2 is to demonstrate impact. There are many excellent ways to demonstrate the quality and impact of the candidate's work. Faculty Portfolios often include a table, summary, or detailed explanation of: grant activity, scholarly impact, synergy among various responsibilities, future plans, courses taught each semester with enrollment numbers, peer evaluation of teaching, and/or collaborations with students.

- **Tab 3 Department-level Evaluation:**

- Departmental P&T Committee
 - Summary of the departmental promotion and tenure evaluation process (including voting eligibility). The committee should be formed to ensure there is no [conflict of interest as determined by the university policy](#).
 - Committee recommendation and vote.
- Department Chair
 - Chair recommendation and vote, separate from the department recommendation and vote. The department chair may draw from annual performance reviews and preliminary review reports to clarify faculty member's prior evaluation.
 - If the departmental P&T committee requests clarification, the department chair should provide that clarity and include the ask and what was communicated in their chair letter.

- **Tab 4 College-level Evaluation:**

- College FDC recommendation and vote
- Dean's recommendation
 - If the FDC requests clarification, the dean should provide that clarity and include the ask and what was communicated in the dean letter.

- **Tab 5 External Letters:** Consists of external peer evaluations and is the responsibility of the department chair. Iowa State University informs external reviewers that their names and the content of their reviews is confidential and shall be shared only with those individuals authorized to review and make recommendations on promotion and tenure. To maintain confidentiality, the internal evaluation reports and memos prepared by the department faculty, department chair, college committee, and dean shall not explicitly name external reviewers. Verbatim quotes from the external review letters ought to be kept to a minimum.

- **Description of external evaluator selection process.** External evaluators should be

well-known for their scholarship and have a focus similar to that of the candidate. External evaluators may be selected for their expertise in scholarship of teaching, extension/professional practice, and research. In some cases, an evaluator may only be able to speak to a portion of the candidate's scholarly record. The majority of evaluators should be from peer institutions or more prestigious institutions than Iowa State. If an evaluator is from a less prestigious institution, the department chair must provide an explanation as to why this individual was chosen. While evaluators are usually academics, it may be appropriate to draw occasionally from industry and government, again explaining the rationale for this choice. External evaluators should be of a higher professorial rank than the candidate being reviewed. The majority of evaluators should be at the rank of Professor. Emeritus reviewers should be avoided, except in cases of disciplinary distinction. If the department selects reviewers for promotion to professor who were reviewers for promotion to associate, please indicate reasons for the repetition. Such repetition should be kept to a minimum. It is the department chair's job to assess the appropriateness of the nominated evaluators. A candidate is NEVER to have direct contact with external evaluators about the process. External evaluators should not have [conflict of interest as determined by the university policy](#).

- **Copy of letter sent to external evaluators.** [Sample letters to external evaluators](#) provide a template to the department chairs to use as they reach out to potential evaluations. The letter should clarify the time period under review. If the candidate was granted a tenure-clock extension, this should be noted to the external evaluators. The letter should not provide a reason for the extension(s), just the fact that an extension(s) was/were granted. It should explain clearly that the extra time does NOT bring with it the expectation of additional accomplishments. Standards regarding what constitutes a record deserving of tenure are not raised to adjust for a tenure-clock extension of any length. There is no requirement that external evaluators comment on whether or not the candidate would be tenured and/or promoted at their institutions.
- The following documents should be sent to the external evaluators:
 - [Excerpts from the Faculty Handbook](#)
 - Candidate's PRS
 - Candidate's VITA
 - Tab 2
 - A sample of scholarly products (from the period under review)
- A [Log of External Letters](#) received should be added to the submission, by the department chair. This should clarify which evaluators were suggested by the candidate or the department chair.
- **Brief biographical sketch** of each evaluator (no more than a half-page per evaluator), DO NOT INCLUDE CVs.
- **Each external letter received** (even if there is more than 6 letters). The Faculty Handbook specifies that six (6) letters maximum may be submitted with the promotion and tenure dossier. Four (4) letters are usually not enough and may have an adverse impact on assessment of the candidate's case.

- [Late developed information](#) can be shared with the department chair by the candidate, for the chair to share with the college promotion and tenure committee (FDC), to consider.

Once the dossier is submitted, all tabs are treated as **confidential** in accordance with the department

governance documents as approved by the college.

Additional information can be found on the [Provost's Promotion and Tenure Review Website](#).

General Timeline for Promotion and Tenure Review Actions

Dates	Action
Prior to Nov 1	Department Chair notifies faculty member of the upcoming review.
Jan 31	Faculty member provides the Department Chair with a list of potential external reviewers.
Feb 1 – Apr 15	Department Chair solicits external reviewers .
May 15	Faculty member submits the P&T review dossier to the departmental partner.
May 15 – Aug 15	Department Chair gathers the external reviewers' letters .
Aug 15 – Sep 1	Departmental P&T committee completes the committee training with FSA .
Sep 1 to Oct 1	Departmental P&T committee conducts the promotion and tenure review of candidate according to department, college, and university policy.
Oct 1 – Oct 15	Department Chair completes their review. The department chair then communicates the departmental and chair's recommendations to the candidate in a formal letter.
Oct 15-Dec 15	College Faculty Development Council reviews the dossier.
Dec 15	External letters, departmental recommendation, chair's recommendation, college recommendation and complete dossier are submitted to the Dean.
Jan 9	Dean submits the entire package, along with the Dean's recommendation to the Provost.
Jan 9	Dean communicates college decision to chair. Department chair communicates outcome of review to candidate, copying the Dean.
Early March	The Senior Vice President and Provost makes their recommendations to the university President. SVPP will inform in writing each candidate and the respective chair and dean whether a recommendation will be forwarded to the president and, if so, the nature of the recommendation or recommendations. If SVPP's recommendation is contrary to the dean's recommendation, the SVPP will summarize in writing the reasons as part of their recommendation.
Late April	The President makes their recommendations for the university to the state Board of Regents. The state Board of Regents reviews and approves tenure and faculty promotion requests for the upcoming academic year.

Note: If the due date falls on a weekend or holiday, the information is due the Friday prior.

TAB 1

I. CANDIDATE INFORMATION

The candidate should prepare this section.

- 1.1. Candidate's Name:
- 1.2. Dates of initial probationary contract:
Beginning date of appointment:
Scheduled end date of appointment if not renewed:
- 1.3. Did the candidate receive an official extension of the initial probationary term?
No _____ Yes _____ Length of extension _____
(The chair's letter should include details and documentation)
- 1.4. Degrees Held (beginning with most recent degree) in tabular form:

<u>Degree</u>	<u>Institution</u>	<u>Date</u>	<u>Field/Discipline</u>
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- 1.5. Previous Professional Experience in tabular form:

<u>Institution</u>	<u>Title</u>	<u>Dates</u>
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- 1.6. Licensure / Certification *(if applicable)* License name and number
- 1.7. Date this factual information summary was completed by candidate: _____

Factual Summary *(note: the factual summary form is provided by the Provost's office for use in P & T cases from every part of campus; depending on your PRS, some categories may be left blank.)*

- 1. Advising (provide number, not names)**
**if applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)*

Advise e Type	Cumulative Number as of Fall Semester	Number graduated at current rank*	Number graduated at previous rank*
Undergraduate advisees – Non-Honors			
Undergraduate advisees – Honors			
Masters – As major or co-major professor	Major:	Major:	Major:
	Co-major:	Co-major:	Co-major:
Masters – As committee member			
Ph.D. – As major or co-major professor	Major:	Major:	Major:
	Co-major:	Co-major:	Co-major:
Ph.D. – As committee member			
Post-Docs			

2. Teaching (since appointment to current rank) Fall and Spring only (not summer)

Academic Year	Number of credits taught		
	Number of Undergraduate Credits	Number of Graduate Credits	Professional (CVM only)
e.g. AY 2023-24	12	3	

*If applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)

3. Publications (provide number, not titles)

Must be accepted, forthcoming, in press, or published – not “submitted” or “under review” or “working paper”.

Publication Type	At current rank*	At previous rank
Refereed journal articles		
Authored books		
Authored textbooks		
Edited books		
Book chapters		
Textbook chapters		
Non-refereed journal articles		
Encyclopedia entries		
Refereed proceedings – Major conferences		
Non-refereed proceedings		
Presentations – Major conferences		
Juried exhibitions/shows/performances		
Invited exhibitions/shows/performances		
Peer-validated adult curricula/programming (Extension)		
Peer-reviewed Extension Publications		
Peer-validated undergraduate/graduate curricula or instructional materials		
Software products (e.g., decision support, apps)		
Other (specify):		

*If applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)

4. Invited Talks

Venue	At current rank*	At previous rank
At other universities		
At conferences		
At agencies, companies, other venues		

*If applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)

5. Funding

Type	Role	Total funding		Funding to candidate	
		At current rank*	At previous rank	At current rank*	At previous rank
External – Competitive	PI				
	Co-PI				
External – Non-competitive	PI				
	Co-PI				
Internal	PI				
	Co-PI				

*If applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)

6. Citations

Name of source	Date consulted	Number

7. H-indexes (Web of Science and Google Scholar)

Name of source	Date consulted	Number

8. Externally Competitive Awards (at current rank)

(e.g., AAAS, Fulbright, NEH, NSF Career, Society Fellows, etc.)

Award Name	Date conferred

For external awards lists please see:

<https://www.provost.iastate.edu/faculty-success/awards/external>

9. Other Awards (at current rank)

Award Name	Date conferred

10. Technology Transfer Activity

Activity		At current rank	At previous rank
Patents	Awarded:		
	Pending:		
Licenses			

*If applicable, indicate numbers at ISU and prior to ISU as (ISU/non-ISU)

1.8. Work Assignment

Does the individual have any assignments beyond those expected of a regular faculty member in the department?

Yes _____ No _____

If yes, they are/were _____

- 1.9. Position Responsibility Statement
(Include copies of both current PRS from Workday and any prior PRS statements operative during the period of review.)
- 2.0. Full Curriculum Vitae (The vita is a listing of the candidate's faculty activities and accomplishments put together by the candidate. The Faculty Handbook, 5.3.1., includes details on what to include.)
- Organize all entries in each section in reverse chronological order – most recent first, oldest last.
 - Indicate role/contribution in co-authored or collaborative efforts.
 - Highlight activities and accomplishments pertinent to the current promotion and/or tenure review.
 - Items **should not be replicated**. List accomplishments only once and place in the appropriate section.

II. SCHOLARSHIP

(Examples include but are not limited to the following. Refer to FH 5.3.1.3, College of Design Governance Document, and Departmental Governance Documents for further examples. This should be a listing of scholarships that indicates contributions to the faculty member's discipline(s).

** Describe the purpose, content and the collaborative effort (if there are co-authors) underneath each item below, in a few sentences. Provide links to where they were published, and the impact factors, the number of downloads, the number of views, as relevant. List work prior to joining ISU faculty rank should also be listed with a clear line and should be in light gray color (or another form of differentiation).*

Books

Year Full bibliographic entry & contribution, e.g., sole author, co-author, editor, co-editor, etc.

Curated Exhibitions

Year Title of Exhibition Venue

Journal Articles – Peer Reviewed

Year Full bibliographic entry

Conference Proceedings – Peer Reviewed

Year Full bibliographic entry

Book Chapters

Year Full bibliographic entry

Other Publications

Year Full bibliographic entry

Workshop/Training Curricula

Year Full bibliographic entry

Juried Exhibitions

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local, and acceptance rate.

Invited Exhibitions

Year Exhibition name, gallery/museum name, location, juror name(s) and professional affiliation(s), title of piece or pieces included in exhibition, award if received, e.g. best of show, first place, second place, etc. Indicate international, national, regional or local.

Competitions

Year Competition name, competition sponsor, location, juror name(s) and professional affiliation(s), title of competition entry, award received. Indicate international, national, regional or local.

Conference Presentations – Peer Reviewed Abstracts

Year Full bibliographic entry

Invited Lectures and Presentations

Year Full bibliographic entry

Products in Other Media (Videos, Software Applications, Websites, Blogs, etc.)

Year Title as appropriate

Extension / Outreach Reports and Publications

Year Full bibliographic entry

Media Presentations, News Notes, Editorials (about and by), etc.

Year Full bibliographic entry

Inventions and Patents

Year Invention name, description, patent number

Awards and Honors

Year Title, granting organization

Other Scholarly Products / Venues

Year Fellowships, Residencies, Grants, etc. as may be appropriate to area(s) of candidate's expertise

III. TEACHING

Courses Taught

Term/Year Course number, course title, credits, and enrollment

Undergraduate Advising

Describe undergraduate advising responsibilities. Describe your role as a mentor for undergraduate students. Include mentoring honors student projects, undergraduate research, internship supervision, engagement with student clubs and organization, and informal mentoring.

Graduate Advising

Major Professor

Year Student name, degree earned, thesis/creative component title, link to the thesis
Graduate Committee Member

Year Student name, degree earned, thesis/creative component title, link to the thesis

Student Awards

Year Student name, award received for work done under your supervision, link to the award

Student Accomplishments

Year Student name, accomplishment under your supervision

Curricular Development

Year Significant contribution to curriculum, new course developed, etc. Provide the reason for the new course development, its content, and its connection to your scholarship, if relevant.

Grants for Teaching

Year Project name and scope, granting organization, amount awarded

Service related to Teaching

Year Organization and role

Recognition for Teaching

Year Awards, honors, recognitions for teaching/advising

Professional Development related to Teaching

Year Organization, project name and scope, activities and responsibilities taken on

IV. RESEARCH / CREATIVE ACTIVITIES

(Examples include the following. Refer to FH 5.3.1.4.2., College of Design Governance Document, and Departmental Documents for further examples.)

Completed Projects and Programs *(CITE THE SCHOLARSHIP SECTION to avoid any duplication)*

Year Name and description

Current Projects and Programs

Year Name and description

Future Projects and Programs

Year Name and description

External Grants and Awards for Research / Creative Activities

Year Project name and scope, outcomes, granting organization, amount awarded
Describe the purpose, impact, and the outcomes

Internal Grants and Awards for Research / Creative Activities

Year Project name and scope, outcomes, granting organization, amount awarded
Describe the purpose, impact, and the outcomes

Service Related to Research / Creative Activities

Year Board/agency/journal/organization/professional society and role, e.g. expert consultant, referee, editor, leadership position, etc.

List them as service to the professional organization, invited journal article review,

invited to contribute to an exhibition, etc.

Recognition for Research / Creative Activities

Year Awards, honors, recognitions, highlight if nominated.

V. EXTENSION and OUTREACH

(Examples include the following. Refer to FH 5.3.1.4.3., College of Design Governance Document, and Departmental Documents for further examples.)

Reports/Plans/Designs/Other Deliverables

Year Full bibliographic entry. May use subheadings to specifically identify types of deliverables.

Projects

Year Project title, client, location, scope, deliverable or impact

Educational Outreach

Year Workshop/seminar/training session/lecture, audience, location, date, number attended, evaluation scores

Consulting / Technical Assistance

Year Project/client name and location, scope, deliverable or impact

Grants, Contracts and Fees for Extension / Professional Practice / Engagement

Year Project or program name and scope, granting organization, amount awarded

Service Related to Extension / Professional Practice / Engagement

Year(s) Board/agency/journal/organization/professional society and role, e.g. expert, referee, juror, editor, leadership position, etc.

Recognitions for Extension / Professional Practice / Engagement

Year Awards, honors, recognitions for extension/professional practice/engagement

VI. INSTITUTIONAL SERVICE

(Examples include the following. Refer to FH 5.3.1.4.4., College of Design Governance Document, and Departmental Documents for further examples.)

University Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

College Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

Departmental Service

Year Council/committee/activity and role, e.g., member, chair, contribution, etc.

Recognitions for Institutional Service

Year Awards, honors, recognitions for service activities

TAB 2

DOCUMENTATION of CANDIDATE'S PERFORMANCE in SCHOLARSHIP AND POSITION RESPONSIBILITIES

The candidate should prepare this section. Please be as concise as possible. **This section must not exceed 25 pages.**

1. **Candidate Statement on Scholarship:** *This statement should cover scholarship in any relevant domain(s) (teaching, research/creative activity, and/or extension/professional practice) based on work primarily conducted at ISU since your last promotion or appointment. Prior work should only be included if formal tenure clock time was granted and documented in the Letter of Intent. Remember, a copy of your curriculum vitae is included in Tab 1, so this section should focus on providing an analysis of your work, its significance and impact, and your role in collaborative activities. A critical feature of all scholarship is that it produces products, often referred to as intellectual property, that are shared with appropriate audiences (e.g. as a journal article, book chapter, exhibit, professional presentation, etc.). A second important feature of all scholarship is that it is subject to "peer review", a critical evaluation of the product by those qualified to judge it. Finally, scholarship demonstrates a solid foundation and visibility in one's field and original contributions to that field.*
2. **Summary of Accomplishments and Impact**
 - a. **Teaching (X% of PRS):** *Provide a summary of your teaching efforts since your initial appointment at ISU, or your most recent review. Include information on teaching quality and impact. Describe any efforts you have made to improve your teaching over time, including professional development activities, course and curriculum development, and innovative teaching strategies aimed at enhancing student engagement and outcomes. Explain how you have assessed your teaching effectiveness through methods such as peer evaluations, assessments of student learning, or other forms of feedback. This narrative will provide context for the student end-of-semester course evaluations. Additionally, you may discuss the [impact of Covid-19](#) on your teaching.*
 - b. **Research / Creative Activity (X% of PRS):** *Describe your research areas of focus in a narrative form. Examples of peer-reviewed products include refereed journal articles, books, chapters, textbooks, printed conference proceedings, conference presentations, and juried shows or exhibitions. Invited presentations and service on editorial boards are also key indicators of national visibility. Summarize your efforts in obtaining external support for your research / creative activity.*
 - c. **Institutional Service (X% of PRS):** *While service contributions alone cannot justify a promotion and/or tenure recommendation, every faculty member is expected to participate in institutional service. Each promotion and tenure recommendation must provide evidence of such involvement. Institutional service can include committee work at the department, college, or university level, as well as activities aimed at advancing campus-wide goals not mentioned above.*
 - d. **Extension/Outreach/Professional Service/Professional Practice (X% of PRS):** *Provide a summary of your extension, outreach, professional service, and/or professional practice activities since your appointment at ISU, including information on their quality and impact. Examples include teaching extension courses, preparing informational and instructional materials, conducting workshops and conferences, consulting with public and private groups, acquiring, organizing, and interpreting information resources, and participating in activities that involve professional expertise. This could also include service to offices held in professional organizations or committees. These activities may be local, regional, national, or international in scope.*

TAB 3

DEPARTMENTAL P&T COMMITTEE RECOMMENDATION

This section should start with a brief description of the department's preliminary review process, including the peer review process for teaching, if relevant.

Following this, the departmental P&T committee should provide an evaluative synthesis of the candidate's performance in their position responsibilities and scholarship. The evaluation of performance should include separate analyses for each applicable domain (teaching, research/creative activity, extension/professional practice, and institutional service). The evaluation of scholarship may include separate analyses for the scholarship of teaching, scholarship of research/creative activity, and scholarship of extension/professional practice. If a faculty member's PRS includes commitments to another department or program, that department/program must be involved in the evaluation process in accordance with the university guidelines.

- 1. Description of the preliminary review process in the department:** *This summary briefly explains (1) selection of faculty members to serve on the P&T committee, (2) voting eligibility, (3) selection of faculty members from outside the department, if needed, (4) process for conducting peer review of teaching, if relevant, and (5) the date of the charge to the P&T committee, and the dates of the committee deliberations. If the committee asked for additional information from the department chair, for clarity, that should also be included in the letter.*
- 2. Assessment of performance in position responsibilities:** *Drawing on the materials presented in Tab 2, the departmental P&T committee should analyze the candidate's performance in their position responsibilities and, where possible, provide documentation to support the evaluation and place the candidate's performance in a comparative framework. Evaluations should emphasize both the quality and quantity of work performed in each area and should indicate how the present recommendation for the faculty member will continue to serve the missions of the department, college and the university.*
 - *Teaching: In addition to an evaluation of the candidate's contribution to the teaching mission of the department, this assessment must include: 1) discussion of student ratings of teaching, including comparison to departmental norms (a synthesis and evaluation of student comments may be helpful, but do not include pages of verbatim student comments); 2) discussion of reports from peer observations of teaching, including classroom observations and the review of teaching materials.*
 - *Research/Creative activity: Drawing on the materials in Tab 2 and Tab 5, the department is expected to evaluate the quantity, quality, impact and trajectory of scholarship. Faculty members who engage in research/creative activities are expected to make original contributions that are appropriate to their chosen area of specialization. Documentation supporting a departmental evaluation of a candidate's scholarship might include refereed journals and conferences, scholarly books, monographs, and juried exhibitions. The forms of dissemination include oral presentations to the academic community at regional, national, and international meetings. Invited lecture and papers presented, as well as requests to review and referee the scholarly work of others, are evidence of the individual's local, regional, national, and international reputation. Additional indicators of the quality or visibility of the research or creative activities may include the candidate's ability to attract external research funding and citations of the candidate's work by other scholars. Participation in or honors received from technical, professional, or scholarly societies appropriate to a candidate's academic discipline and public service related to the candidate's academic expertise might also be used to support the quality and national recognition of scholarship.*
 - *Institutional Service: Evaluate the quality and impact of service contributions. Although service alone cannot be the sole criterion for promotion and/or tenure, it is essential that every faculty member actively participates in the institutional service. Each*

recommendation for promotion and tenure must include evidence of these contributions. Institutional service may involve participation in department, college, or university committees, as well as other activities that support campus-wide objectives such as faculty mentoring, student success, innovation and entrepreneurship, international engagement, and fostering a welcoming and supportive environment.

- *Extension/Outreach/Professional Service/Professional Practice: Examples of these activities include teaching extension courses; preparing informational and instructional materials; conducting workshops and conferences; consulting with public and private groups; acquiring, organizing, and interpreting information resources; and participating in activities that involve professional expertise for appropriate technical and professional associations, service to and offices held in professional organizations or committees. These activities may be local, regional, national, or international in scope.*

Please do not cite the names of the external reviewers in the narratives in Tab 3.

3. **Departmental P&T committee vote:** Please record the review committee vote regarding contract renewal.

Yes _____ # No _____ # Abstain _____ # Absent _____ # On Leave _____

DEPARTMENT CHAIR RECOMMENDATION

1. **Department Chair's Statement:** *The Chair's statement should not merely advocate for a particular position. Instead, it should provide a summary of the Chair's critical analysis and weighting of the evidence for and against contract renewal, clearly articulating the rationale and thought process behind the Chair's recommendation.*
2. **Department Chair's Recommendation Regarding Contract Renewal:**
Yes _____ No _____

TAB 4

COLLEGE FACULTY ADVANCEMENT COUNCIL RECOMMENDATION

The College Faculty Development Council (FDC) is required to write an evaluation letter addressed to the dean, detailing the council's evaluation of the candidate's accomplishments, impact, and whether the candidate meets the criteria for promotion and tenure. The council's letter should not be statements of advocacy or recitation of the vita but should address both the strengths and relative weaknesses in the candidate's record of performance addressing concerns directly and clearly. When appropriate the letter should summarize the primary points made by external evaluators, without citing their names. It is essential that the council provides an independent analysis and interpretation of the candidate's record, not a restatement and summary of departmental evaluations. The letter must include the names and ranks of the faculty members who reviewed the case; a summary of the college FDC evaluation process (including voting eligibility), and the FDC vote and recommendation.

College FDC vote: Please record the FDC vote regarding contract renewal.

Yes _____ # No _____ # Abstain _____ # Absent _____ # On Leave _____

DEAN RECOMMENDATION

The dean is responsible for conducting an independent and analytical review and for writing an evaluation letter addressed to the Senior Vice President and Provost. This letter must thoroughly detail the candidate's performance and impact, identifying and analyzing strengths and weaknesses, and addressing any concerns directly and clearly. The primary purpose of the letter is to determine whether the candidate meets the qualifications for promotion and/or tenure, based on the criteria outlined in university, college, and departmental P&T documents, as well as disciplinary expectations. The letter should focus on this assessment and should not be a review of the process, a summary of the vita, or a restatement of departmental and college evaluation letters. The dean's letter should be submitted along with the recommendations and votes of the college and department committees, the chair's recommendation, and any supporting material and documentation. The dean must inform each candidate, as well as the respective chair and the college FDC committee, in writing, whether a recommendation will be forwarded to the Senior Vice President and Provost and, if so, the nature of that recommendation. If the recommendation differs from those of the department, chair, or college committee, the dean must provide a written summary of the reasons as part of the recommendation.

TAB 5

COLLEGE FACULTY ADVANCEMENT COUNCIL RECOMMENDATION

The chair and/or the department review committee solicits letters from qualified reviewers with the understanding that, insofar as possible, access to them will be limited to persons involved in the promotion and tenure decision. All solicited letters are treated as part of the evaluation process and must be forwarded on to college and university review levels. External letters are confidential. They are to be available for review by all those individuals who evaluate candidates either in a formal vote or advisory capacity as part of the promotion and/or tenure process as defined in). These letters are not to be shared with others.

SUBMISSION to the PROVOST OFFICE

P&T dossier preparation **must** follow these institutional guidelines:

1. Electronic P&T review materials shall be submitted as one PDF file labeled: LAST NAME_FIRST NAME_P&T2025
2. Please organize materials in a single pdf file and with sections bookmarked in the following order:
 - a. University P&T checklist
 - b. Candidate Cover Sheet
 - c. Voting Record
 - d. Tab 1 materials:
 - i. Factual Information Summary
 - ii. Position Responsibility Statement (PRS) (include all PRSs, signed by the candidate and the department chair/school director; current signed PRS must be downloaded from Workday.)
 - iii. Vita
 - e. Tab 2 materials:
 - i. Candidate's portfolio summary/dossier (25-page maximum)

- f. Tab 3 materials:
 - i. Department evaluation with recommendation indicated
 - ii. Department chair's evaluation with recommendation indicated
- g. Tab 4 materials:
 - i. College P&T committee evaluation and recommendation
 - ii. College dean's evaluation and recommendation
- h. Tab 5 materials:
 - i. Description of external evaluator selection process
 - ii. Copy of letter sent to external evaluators (use university template available on the **Promotion and Tenure Review** website)
 - iii. Log of external evaluators (use the university template available on the **Promotion and Tenure Review** website)
 - iv. Brief biographical sketch of each evaluator (no more than a half-page per evaluator)
DO NOT INCLUDE CVs.
 - v. Each external letter received