

## Professional Track

### Summary of Dossier Preparation and College of Education and UT Box PDF File Names and Contents Files reviewed AY22-23, effective AY23-24

Overall:

1. Please use naming conventions, which are required by the EVPP. Also, please label everything clearly and consistently.
2. If a title appears in more than one spot in the dossier/supplemental materials, please use the same exact title each time.
3. Please ensure that multi-paged documents (e.g., candidate CV, external reviewers' letters and first two pages of CVs) have page numbers.
4. Pages that are landscape orientation should be placed so the top of the page is on the left side of the printed document.
5. EAs/Staff are to maintain latest version of each document. Do not delete materials after you've placed them in the Dean's Office Box folder.
6. Use Sonja's list of requested edits with notations of actions taken at department level. Do not create a second edits sheet.
7. Please do not take vacation or be away from the office without P&T coverage from the time the dossier comes to the Dean's Office and when it's sent to the EVPP. Turnaround times are very short during this time and we often have less than 24 hours to reply.

<b>Dossier Folder</b>			
<p>All text in blue and red is internal to the College of Education and was added by Dean's Office staff. The overall form was provided by EVPP. Blue text indicates someone other than the candidate handles item. Red text indicates that candidate handles item.</p>			
PDF File Name in UT Box	PDF Document Contents	EAs/Staff to confirm:	Sonja to check
	Candidate file check form	Signed?	
	Faculty Profile	n/a	<ul style="list-style-type: none"> <li>• Extensions or personal circumstances flags? Tell Beth</li> </ul>
01_Change of Rank Form (Chair's Office and Dean's office)	Change in Academic Rank/Status Form	<ul style="list-style-type: none"> <li>• Check a Naming convention</li> <li>• All info for accuracy</li> <li>• Number in each field, including 0; same number of votes for each candidate in dept</li> <li>• No abstentions</li> <li>• DCs are counted in the total number of committee members and counted as ineligible.</li> <li>• If a member of the BC/EC is absent and also ineligible to vote,</li> </ul>	<ul style="list-style-type: none"> <li>• Add CAC votes after EA access is removed</li> </ul>

## Professional Track

		mark them as ineligible.  Votes should match DC statement	
02_Dean Statement (Dean's office)	Statement from the Dean	<ul style="list-style-type: none"> <li>Naming convention</li> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Proofread</li> <li>Sign and date</li> <li>Upload (remove EA access before doing this)</li> </ul>
03_Chair Statement (Chair's office)	Statement from the Chair of the Primary Department (applicable for departmentalized colleges)	<ul style="list-style-type: none"> <li>Naming convention</li> <li>Signed by DC, not staff</li> <li>If tenure, statement should address mid-probationary review</li> <li>Addresses votes/absences/ineligible, with numbers matching change of rank,</li> <li>If accelerated, reason why</li> <li>Must address quality of publication outlets</li> </ul>	
04a,b,c_Other Statements_CSU Title (if applicable)  (Candidate may request Chair to solicit statements from other departments/units as needed.)  (Chair's office will upload statements, if applicable.)	Statement from the Courtesy or Other Department Chair/Center Director (If applicable). Statements from units where the candidate holds a courtesy appointment should appear before statements from other departments.	<ul style="list-style-type: none"> <li>Naming convention</li> <li>Courtesy appt statements go first</li> </ul>	<ul style="list-style-type: none"> <li>Joint appt dept statements here?</li> </ul>
05_CV pdf (Candidate)	Curriculum Vitae	<ul style="list-style-type: none"> <li>Naming convention</li> <li>See template</li> <li>Check all formatting, italics, etc.</li> <li>In reverse chron order</li> <li>Books: total number of pages</li> <li>Articles: show beginning and ending pages, and total</li> <li>All document titles match titles in supplemental 14</li> </ul>	

## Professional Track

<p>06_ <b>Teaching</b> Section</p> <p>06a_ BC/EC Teaching Statement.pdf (Chair's Office)</p> <p>06b_ Candidate Teaching Statement.pdf (Candidate)</p>	<p><b>For any professional-track faculty where teaching is a primary area of specialization, or if the candidate did any organized teaching</b> while in rank, the dossier must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>Candidate Statement (four pages or less; does not have to be signed)</p> <p>Report of <a href="#">Course Rating Averages</a> must be grouped by course and listed in chronological order.</p> <p>Summary of Course Instructor Survey Results downloaded from the university's <a href="#">Faculty Information System</a></p> <p><a href="#">List</a> of Peer Teaching Observers while in rank (the actual observations are in Supplementary Materials)</p> <p>Committee Report of Masters and Doctoral Theses</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Typed BC/EC names, signed by all</li> <li>• Candidate's statement to be 4 pages or less</li> <li>• No COE peer evaluation template</li> </ul>	
<p>07_ <b>Research</b> Section</p> <p>07a_ BC/EC Research Statement.pdf (Chair's Office)</p> <p>07b_ Candidate Research Statement.pdf (Candidate)</p>	<p><b>For any professional-track faculty in research title series, or if research is a primary area of specialization</b> for the candidate, the dossier must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>List of Five Most Significant Works (see template)</p> <p>Candidate Statement (four pages or less; does not have to be signed)</p> <p>Candidate's Research, Scholarship and Creative Endeavors Outlets (see <a href="#">template</a>)</p> <p>List of Postdoctoral Fellows Supervised</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Outlets template or similar used?</li> <li>• Typed BC/EC names, signed by all</li> <li>• Statements address quality of publication outlets</li> <li>• Five sig pubs: titles match what's in chart of reviewers, CV, supp 14</li> <li>• For assts: time in rank</li> <li>• For assoc: from previous 6 years</li> <li>• Candidate's statement to be 4 pages or less; bibliography does not count against 4-page max.</li> <li>• No COE outlets template</li> </ul>	
<p>08_ <b>Service</b> Section</p>	<p><b>For any professional-track faculty for whom service is a primary area of specialization,</b> the dossier must include the following:</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Typed BC/EC names, signed by all</li> </ul>	

## Professional Track

<p>08a_BC/EC Service Statement.pdf (Chair's Office)</p> <p>08b_Candidate Service Statement.pdf (Candidate)</p>	<p>BC/EBC/EC service statement with typed names and signatures of preparers</p> <p>Candidate service statement (four pages or less; does not have to be signed)</p>		
<p>09_Additional Contributions to the Academic Enterprise</p> <p>09a_BC/EC Academic Enterprise.pdf (Chair's Office)</p> <p>09b_Candidate Academic Enterprise.pdf (Candidate)</p>	<p>All dossiers must include a section dedicated to the candidate's additional contributions to the academic enterprise which must include the following:</p> <p>BC/EBC/EC statement with typed names and signatures of preparers</p> <p>Candidate's additional contributions to academic enterprise statement (four pages or less; does not have to be signed)</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Typed BC/EC names, signed by all</li> <li>• Candidate's statement to be 4 pages or less; bibliography does not count against 4-page max.</li> </ul>	
<p>10_Chart of Reviewers (Chair's office)</p> <p>10a_Chart of Reviewers.pdf (Candidate uses Provost's template, includes brief description of expertise and reason for selection; uploads Word document)</p> <p>(Chair's office ensures all biographical information is complete and can ask the candidates for more information for reviewers they suggested.)</p>	<p>Chart of Reviewers grouped by <i>Received</i>, <i>Declined</i>, and <i>No Response</i> listed in alphabetical order by last name within each group (see <a href="#">template</a>)</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Template must be used: list in alpha by last name; include reviewer's name, title, department, university, followed by bio; who suggested reviewer (department or candidate?); ensure accuracy of bio and why each reviewer was selected</li> <li>• Dates in chart must match dates on letters.</li> <li>• Letters are in dossier 11.</li> <li>• Minimum of 5 ext rvwrs for T/TT; Half or majority should be nominated by dept.</li> <li>• Note declinations on chart. Declination letters are in supp 09.</li> <li>• If there were no <i>Declinations</i> or <i>No Response</i>, those portions of chart should be removed</li> </ul>	

## Professional Track

<p>11a,b,c_Ltr_Last name-Institution (Chair's office)</p> <p>Chair's office adds nomination and letter received; converts/uploads PDF</p>	<p>Letters in alphabetical order by last name - coded in upper right-hand corner of the first page of each letter whether the department chair, budget council/executive budget council/executive committee, candidate, or both, nominated the letter writer. Must match the information provided in the chart of reviewers.</p> <p>Letter writer's CV or resume (not longer than two pages) behind each letter.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• In correct order?</li> <li>• Letters in alphabetical order by last name, only first two pages of rvwr's CV or resume needed behind each letter, with email correspondence if available</li> <li>• In upper right-hand corner, note who suggested reviewer.</li> <li>• Email chain should be AFTER reviewers' letter and before CV</li> <li>• No blank pages in pdf</li> <li>• For letters with dates that do not match the received date, place the letter first, the email to which the letter was attached, then the two-page CV.</li> </ul>	
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<p><b>Additional Statements Folder</b></p> <p>This is a separate folder that should only be created, if applicable.  <span style="color: blue;">Blue</span> text indicates someone other than the candidate handles item.  <span style="color: red;">Red</span> text indicates that candidate handles item.</p>			
<b>PDF File Name in UT Box</b>	<b>PDF Document Contents</b>	<b>EAs/Staff to confirm:</b>	<b>Sonja to check</b>
<p>Additional Statements_YYYY-mm-dd Last name</p>	<p>Any additional, non-required statements or information added to the file.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Document name follows EVPP convention, pagination, all documents clearly identified</li> <li>• TOC on page 1</li> <li>• Date added, changes outlined, apprise cmtes who've already reviewed</li> </ul>	

<p><b>Supplemental Materials Folder</b></p> <p>This is a separate folder required for all candidates.  <span style="color: blue;">Blue</span> text indicates someone other than the candidate handles item.  <span style="color: red;">Red</span> text indicates that candidate handles item.</p>			
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## Professional Track

PDF File Name in UT Box	PDF Document Contents	EAs/Staff to confirm:	Sonja to check
<p>Folder name: 01_CIS Student Comments (Chair's office)</p> <p>File naming convention: ##_SEM YYYY_Unique#_Course Name</p> <p>e.g., 01_Fall 2017_12345_Modern Dance 02_Fall 2017_23456_Ancient Dance</p>	<p>Student comments from CIS results are to be included in the same order listed on the Summary of Course Instructor Survey Results in the Dossier Folder. The CIS Summary evaluation page should be included as a coversheet for each class's student comments.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Cover page for every course, followed by ratings and student comments as described at left</li> <li>• Chron order</li> <li>• Use naming conventions</li> <li>• No blank pages</li> </ul>	
<p>Folder name: 02_Five Significant Works (Candidate)</p> <p>File naming convention: 01_List of five significant works 02_Short_title 03_Short_title</p>	<p>For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include the following:</p> <p>List of Five Significant Works (see <a href="#">example</a>) and five significant work materials</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Titles same as CV, supp 14, external reviewers' packet,</li> <li>• Template used?</li> </ul>	
<p>03_Teaching Evaluations from Other Institutions (Candidate, if applicable)</p>	<p>Teaching evaluations from other institutions (if applicable). The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• TOC on page 1</li> <li>• In chron order</li> </ul>	
<p>04_COVID-19 Professional Impact Statement (Candidate, if applicable)</p>	<p>Candidate COVID-19 professional impact statement (if submitted; two pages or less; does not have to be signed; no mention of personal circumstances). The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• This is the statement that the candidate chooses to submit <u>this</u> time and is not automatically pulled from annual review materials.</li> </ul>	
<p>05_Documentation Supporting Forthcoming Works (Candidate, if applicable)</p>	<p>Each forthcoming work listed in the CV must be supported by clearly labeled documentation (e.g. letters of acceptance, contracts, email verifying status that is listed on the document) where a forthcoming work must have been accepted for publication (exhibition, etc.) and requires no further creative or scholarly revision. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Each item clearly identified on page one with title shown in CV and supp 14</li> </ul>	

## Professional Track

<p>06_Peer Teaching Observations 6a_Peer Teaching List of Observers</p> <p>6b_Peer Teaching Observation #1</p> <p>6c_Peer Teaching Observation #2 (etc., as needed)</p>	<p><u>List</u> of Peer Teaching Observers while in rank and Peer Teaching Observations while in rank. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• Template used?</li> <li>• Dates of observations clearly shown</li> <li>• See section G.14.VI</li> <li>• Each evaluation must include elements listed in the guidelines at G.8 (page 20)</li> </ul>	
<p>07_Sample Solicitation Letter and Materials Sent (Chair's office)</p> <p>07a_Sample Solicitation.pdf (Chair's office)</p> <p>07b_List of Materials.pdf (Chair's office)</p>	<p>Sample solicitation letter and a list of materials that were sent to reviewers. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	
<p>08_Declinations (Chair's office, if applicable)</p>	<p>All declinations correspondence in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	
<p>09_Letters Solicited from Collaborators (Candidate consults with Chair; Chair requests and uploads if applicable)</p>	<p>All solicited letters in alphabetical order by last name. No CV required. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	
<p>10_Unsolicited Letters Received Prior to BC/EBC/EC Review (Chair's office, if applicable)</p>	<p>All unsolicited letters received <b>prior</b> to review in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF. Table of contents on page 1.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	
<p>11_Unsolicited Letters Received After BC/EBC/EC Committee Review (Candidate submits to Chair's office) (Chair's office uploads to file, if applicable)</p>	<p>All unsolicited letters received <b>after</b> review in alphabetical order by last name (if received). No CV required. The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	
<p>12_Other Supplemental Materials (Candidate)</p>	<p>Items submitted by the candidate - should include a table of contents (If submitted). The documentation should be included as a single PDF.</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> </ul>	

## Professional Track

<p>The following folders are included in the dossier reviewed by all levels up through and including the dean.  <b>Red</b> text indicates that candidate handles item.</p> <p><b>These folders are <u>NOT</u> included in the dossier that is reviewed by the President:</b></p>			
<p>Folder name: 13_Other Publications Folder <b>(Candidate)</b></p> <p>File naming convention:            01_Short title            02_Short_title</p>	<p>For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include Other Publications submitted by the candidate (Stays in the Dean's Office).</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• <i>All document titles match titles in CV and supp 05</i></li> <li>• All publications except 5 significant pubs</li> <li>• All publications are paginated</li> </ul>	
<p>Folder name: 14_In-Progress or In-Preparation Works <b>(Candidate, if applicable)</b></p> <p>File naming convention:            01_Short title            02_Short_title</p>	<p>For any professional-track faculty in the research titles series, or if research is a primary area of specialization, the supplemental materials folder must include Works in Progress submitted by the candidate (Stays in the Dean's Office).</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• <i>All document titles match titles in supp 05 and 14</i></li> <li>• Provide what's available at this time</li> </ul>	
<p>15_Teaching Portfolio <b>(Candidate)</b></p>	<p>Primary area of specialization, or if the candidate did any organized teaching while in rank, the dossier must include a Teaching Portfolio (Stays in the Dean's Office)</p>	<ul style="list-style-type: none"> <li>• Naming convention</li> <li>• TOC</li> </ul>	