

**JULY 2022**



# **PROMOTION & TENURE DOSSIER PREP INFO SESSION**

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# Online Resources

- General Guidelines
- Summary of Dossier Preparation
- Numerous templates

# Change of Rank Form

- Most common corrections
  - Vote counting
  - Votes on form don't match chair and/or dean statement

# Recording Votes

- All promotion cases from the same CSU should have the same vote total.
- First, determine the number of people on the BC/EBC/EC/CAC which includes the department chair (and sometimes the candidate).
- Second, determine who is ineligible to vote due to being the candidate, department chair, conflict of interest, faculty rank, etc.

# Recording Votes, continued

- Individuals are counted as “absent” if they are eligible to vote but do not participate are unable to participate.
- The remaining committee members who are eligible to vote and must vote “yes” or “no.”
- Record the total for each category on the Change of Rank Form. Do not leave spaces blank.

# Recording Votes, continued

- The tally of “yes,” “no,” “absent,” and “ineligible to vote” should equal the total number of BC/EBC/EC/CAC committee members.
- In most CSUs, the total will be the same for all cases will be the same (e.g., all cases from Chemistry will total the same number because the BC is an unchanging number).

# Dean and Chair Statements

- Most common corrections
  - Reported votes do not match the Change of Rank Form
  - Dean/chair recommendation must be explicit (e.g., “promote to associate professor with tenure,” “terminal appointment,” etc.)
  - Remove partner hire information
  - Remove references to the candidate’s race and/or gender

# CV

- Most common corrections
  - UT positions don't match Faculty Profile, Legacy, and/or Workday
  - This includes both the faculty title and appointment dates



# Teaching Statements

- Most common corrections
  - Documents out of order

# List of Peer Teaching Observers

- This is a new requirement, and a template is provided.
- Keep in mind
  - List the observations in chronological order.
  - Pay attention to details – name, titles, etc.

# Research, Scholarship, and Creative Endeavors

- List of [Five Most Significant Works](#) has a new template that is required.
- Co-authored works have additional information required.
  - Co-author description
  - Qualitative statement of contribution
  - Formatting of names of students/trainees/postdocs
  - Formatting of name(s) of advisor(s)

# Research, Scholarship, and Creative Endeavors

- [Candidate Outlets Table](#) is a new requirement, and a template is provided for areas where a template is helpful.
- Candidates will need guidance from chairs and deans on completing this new requirement.

# Additional Candidate & Committee Statements

- Advising, Service, and Honors are individual PDF documents now rather than one combined document.
- Pay attention to the order of the documents in each section.
  - BC/EBC/EC Statement First
  - Candidate Statement Second

# Chart of Reviewers

- Most Common Corrections
  - Order of names
  - Information is missing

# Review letters

- Most common corrections
  - Missing notation of who nominated the reviewer
  - Order of documents
    - Letter
    - Transmittal email (if applicable)
    - 2-page CV (all other pages of the CV must be deleted)

# Supplemental Materials Folder

- The contents of the Supplemental Materials Folder seems the simplest but is the most time-consuming to review and generates more corrections than the dossier.
- The number of materials in this folder has substantially increased from last year.
- Attention to detail and careful review is essential.



# CIS Student Comments

- CIS Student Comments are placed in a folder within the Supplemental Materials Folder.
- Must match the order of the Summary of Course Instructor Survey Results in the dossier folder.
- The CIS summary evaluation page must be included as the coversheet for the student comments from that class.

# CIS Student Comments

- File Name Examples (order is determined by the Summary doc in the dossier)

01\_Fall 2017\_UNIQUE\_COURSE NAME

02\_Spring 2018\_UNIQUE\_COURSE NAME

03\_Fall 2018\_UNIQUE\_COURSE NAME

# Five Significant Works

- The Five Significant Works are placed in a folder within the Supplemental Materials Folder.
- Include a copy of the List of Five Significant Works (from the dossier) in the folder.

# Teaching Evaluations from Other Institutions

- If applicable.

# COVID-19 Professional Impact Statement

- If submitted.
- Inclusion of personal circumstances is not allowed.

# Documentation Supporting Forthcoming Works

- Work listed on the CV as “forthcoming” must have substantiating documentation that matches the listing on the CV.
  - e.g., Work listed as “in press” on the CV must have something from the publisher confirming that the work is “in press.”

# Mid-Probationary Review

- If applicable.

# Peer Teaching Observations

- The List of Observations from the dossier must be saved as the cover sheet to the written observations which must be saved in chronological order to match the order on the list.



# Sample Solicitation Letter and Materials Sent to Reviewers

- Moved from the dossier to Supplemental Materials.

# Declinations

- Moved from the dossier to Supplemental Materials.

# Letters Solicited From Collaborators

- If applicable.

# Unsolicited Letters

- Letters received PRIOR to BC/EBC/EC review
- Letters received AFTER BC/EBC/EC review

# Other Supplemental Materials

- Contents are at the candidate's discretion.
- Must include a table of contents.

# Professional Track Faculty Review

- All professional track faculty have a primary area of contribution/review.
- All professional track faculty who taught in rank must have teaching reviewed.
- All professional track faculty must have additional contributions to the academic enterprise reviewed.

# Professional Track Dossiers

- Teaching Section (required for all who taught)
- Research Section (if primary)
- Service Section (if primary)
- Additional Contributions to the Academic Enterprise Section (required for all)

# Questions?