



BOISE STATE UNIVERSITY

Memorandum

April 13, 2020

To: Faculty members eligible to apply for promotion or tenure in FA20
From: Tony Roark, Interim Provost and Vice President for Academic Affairs
Re: Format for P&T Dossiers

University Policy 4340 requires that one part of a faculty member's application for promotion and/or tenure ("Binder 1" – see §4.3.1A) come to the Provost's Office for review. This memo specifies the required format of Binder 1 for applications submitted in fall 2020.

Binder 1 may be no larger than 3" and should include all and only the following contents, organized by tabs 1-8:

0. Covering material
 - a. Letter of application
 - b. For faculty applying for tenure: hiring letter from the University
 - c. Any documented adjustments of timeline for eligibility (e.g., extension of the tenure clock or approval for early application)
 - d. For COAS faculty applying for promotion to Professor: Post-Tenure Prospectus or equivalent department-level document
1. *Curriculum vitae*
2. Annual evaluations by the Department Chair (or equivalent) and personnel committee (as applicable); all years for candidates applying for tenure and promotion to Associate Professor, at least three most recent years for candidates applying for promotion to Professor
3. Department/unit-level committee recommendation regarding promotion and/or tenure
4. Department Chair (or equivalent) recommendation regarding promotion and/or tenure
5. College committee (or equivalent) recommendation regarding promotion and/or tenure
6. Dean recommendation regarding promotion and/or tenure
7. Evaluations of teaching
 - a. Summary of official student evaluations for all courses taught for at least the three most recent years, including summer; do not include individual evaluation forms
 - b. Any peer observation reports that have been conducted
8. External letters of evaluation (≥ 3)