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)