

**College of Arts & Sciences Tenure and Promotion Dossier Format  
Checklist & Required Order of Documents**

**The dossier is to be submitted to the dean's office as a PDF document.**

The dossier consists of 18 sections. A blank, colored page should separate each section.  
*Dossiers that do not adhere to format will be returned.*

- ☐ 1. Cover page
  - ☐ Statement of Access to Policies and Dossier
  - ☐ Candidate Election of Tenure Policy
- ☐ 2. Recommendations and Signatures Page
- ☐ 3. Dean's Letter
- ☐ 4. Chairperson's Letter
- ☐ 5. Departmental Tenure and Promotion Review Committee Report (if available)
- ☐ 6. Statement of Ballot Counts
- ☐ 7. Candidate's Curriculum Vitae
- ☐ 8. Information on Selection and Qualification of External Reviewers
- ☐ 9. Letters from External Reviewers
- ☐ 10. Candidate Basic Information <sup>+</sup>
- ☐ 11. Candidates Original Letter of Offer
- ☐ 12. Summary of Research and Creative Activities <sup>+</sup>
- ☐ 13. Summary of Teaching Effectiveness <sup>+</sup>
- ☐ 14. Summary of Professional Service <sup>+</sup>
- ☐ 15. Annual Reports, Chair Evaluations, and Third-year Review

**Appendices**

- ☐ 16. Unsigned Ballot Comments
- ☐ 17. Peer Evaluations\*
- ☐ 18. Departmental Tenure and Promotion Guidelines

<sup>+</sup> These four sections combined are limited to a total of 20 pages.

\*These items will not be forwarded to the Provost's Office.

An electronic copy of this dossier to be provided to the Provost will be compiled under the supervision of the Associate Dean for Faculty Affairs.

**The department should retain a complete copy of the dossier.**

**Application for Promotion to Rank and/or Tenure**

**Faculty Member, Ph.D.**

**Academic Rank**

**Department of Academic Studies**

**College of Arts & Sciences**

**October Year**

**Candidate's Statement of Access to  
Policies and the Dossier**

**Faculty Member, Ph.D.**

I have had access to the following documents pertinent to tenure and promotion at Texas Tech University:

- University Operating Policy 32.01
- The College of Arts and Sciences Guidelines for Tenure and Promotion
- The Department of **Academic Studies** tenure and promotion standards and procedures.

I have also reviewed the contents of this dossier.

Attest:

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Candidate's Signature                      Date

### **Candidate Election of Tenure Policy**

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Last Name

First Name

Middle Name(s)

Consideration for:    Tenure ☐                      Promotion ☐

Candidate elects to be evaluated by the following tenure policy (select one):

- ☐ Tenure policy in effect at time of hire
- ☐ Tenure policy in effect at time of last promotion (promotion dossiers only)
- ☐ Tenure policy that is currently in effect



## Recommendations & Signatures

Last Name

First Name

Middle Name(s)

Consideration for: Tenure \_\_\_\_\_  
Promotion \_\_\_\_\_

### Recommendations

Evaluator	Tenure	Promotion
Department Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Department Chairperson* (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
College or School Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Dean of College or School (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Dean, Graduate School (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Provost & Senior Vice President (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
President (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____

\* If the Department Chair has a conflict-of-interest, Chairperson throughout the dossier shall refer to the individual serving as acting chair for the purposes of this T&P case.



## Dean's Letter





### **Chairperson's Letter**

*Chairperson's evaluation of the candidate's teaching effectiveness, research and creative activity, and professional service. See OP 32.01 for additional information. Include the total amount of funding and the amount attributed to the faculty member from ORS. If the candidate was hired within the last 6 years, also address the amount of start-up received by the candidate and how it was spent.*



**Departmental Tenure and Promotion Review Committee's Report**

*If available. Not all departments use this process.*



## Statement as to the Count of Ballots

Faculty Member, Ph.D.

Candidate for Tenure and/or Promotion to [Rank] in the  
Department of Academic Studies

Sealed ballots were collected by Chairperson, Dr. NAME, and opened in the presence of Dr. NAME. Votes were counted twice and recorded on the Tally Cover Sheet.

### Tenure Votes

\_\_\_\_\_For                  \_\_\_\_\_Against                  \_\_\_\_\_Abstain

### Promotion Votes

\_\_\_\_\_For                      \_\_\_\_\_Against                      \_\_\_\_\_Abstain

Attest:

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Chairperson
Date

---

Witness
Date



**Candidate's Curriculum Vitae**  
(Candidate is expected to address every item, if applicable)

Candidate's Name \_\_\_\_\_

Date \_\_\_\_\_

**I. GENERAL INFORMATION**

Contact Information

Education

Current Academic Position(s)

Prior Academic Position(s)

Membership in Professional Organizations

**II. TEACHING**

Teaching Awards

Pedagogical Accomplishments

Scholarship of Teaching and Learning

**RESEARCH MENTORING**

*(include the name of each student and the title of dissertation, thesis, or project)*

Chair of Doctoral Committees

Member of Doctoral Committees

Chair of Masters Committees

Member of Masters Committees

Undergraduate/Honors Committees

Student Mentoring Activities *(not listed above)*

**III. RESEARCH**

**PUBLICATIONS**

*Provide full citations. For multi-authored papers, candidate should indicate his/her percentage contribution in parenthesis at the end of each cited work. Include work currently under review.*

Articles (refereed)

*Chair's ratings should be placed in the left-hand margin next to each entry. Only those items since the candidate's most recent promotion at*



*Texas Tech University need to be rated.*

Books

*Chair's ratings of publisher should be placed in the left-hand margin next to each entry.*

Book Chapters

Proceedings (refereed)

Abstracts (refereed)

Non Peer-Reviewed Publications, including Technical Reports

Manuscripts Currently Submitted

Patents and other Intellectual Property

## **PROFESSIONAL PRESENTATIONS**

### **CONFERENCE WORKSHOPS ORGANIZED/CONDUCTED**

**FUNDING** (Agency, Title, PIs and Co-PIs, Amount Requested/Obtained, Duration; candidate's percentage of effort)

External Applications, Accepted and Pending

Internal Applications, Accepted and Pending

External Applications Denied

Internal Applications Denied

## **IV. SERVICE**

Departmental Service

College Service

University Service

Responsible Conduct in Research and Safety Protocols Activities

Service to the Profession

Reviewer: Published book reviews

Academic articles and books

Grant proposals

Conference paper competitions

Professional Consulting

Other Synergistic Activities

Texas Tech University Guest Lectures

Community Guest Lectures

Media Presentations

Professionally Relevant Community Service

Local

National

International



### **Information on the External Reviewers**

*The chairperson should provide information on each external reviewer, including:*

- 1. How the external reviewer was selected (departmental choice, candidate choice);*
- 2. Relationship to candidate, if any (e.g. collaborator, coauthor, former supervisor, student);*
- 3. The individuals' qualifications to judge the candidate's work.*



## **Letters from External Reviewers**



### Candidate Basic Information

1. Date of TTU employment:
2. Rank and title:
3. Highest degree:
4. Terminal degree for this position:
5. Special qualifications

6. Previous positions

7. Nature of initial assignment at TTU

8. Changes subsequent to employment at TTU

Degrees completed:

University	Degree	Date Conferred
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Promotions granted:

a. Date \_\_\_\_\_ from (rank) \_\_\_\_\_ to \_

b. Date \_\_\_\_\_ from (rank) \_\_\_\_\_ to \_

c. Number of calendar months from last promotion until beginning of this semester\_

Percent of time allocated to teaching, research, and service in current position:

\_\_\_\_\_% Teaching          \_\_\_\_\_% Research          \_\_\_\_\_% Service



9. Teaching and advising

Percent of assignment to teaching (average for last 3 years):

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% i.e., the portion paid from teaching salaries for the 9-month academic year

Teaching load last 4 semesters, excluding summer:

**Fall 2014 Semester:**

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

**Spring 2014 Semester:**

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

**Fall 2013 Semester:**

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

**Spring 2013 Semester:**

Course #	Credits	Enrollment
a.		
b.		
c.		
d.		
e.		

Student advising activities and responsibilities:

*(if the information is in the CV, just state "Please see Research Mentoring section of vitae.")*

**For chairperson's response:**

Compared to other teaching assignments in the department, this applicant's load has been:

High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_



### **Candidate's Original Letter of Offer**

*This is the offer letter from the chair prior to hire, signed by the chair and the candidate. It includes the expectations for the position, start-up, etc. (It is not the letter from the Provost.)*



### **Candidate's Narrative of Research and Creative Activities**

*Address the goals and accomplishments of your research and creative activities. **Specifically address measures of impact of your work (h-index, citations, invited presentations, fellowships, etc).***



### **Summary of Teaching Effectiveness**

*Summary evidence of teaching effectiveness prepared by the unit head in consultation with the candidate. Summaries of peer- and student-evaluations are to be included. The teaching summary should clearly delineate contributions to graduate education (if applicable), such as teaching organized graduate courses, chairing or memberships on thesis and dissertation committees, mentoring individual graduate students, and similar activities.*





### **Candidate's Narrative of Professional Service**

*Summarize your discipline-specific service activities.*



## **Annual Reports, Chair Evaluations, and Third-year Review**

*Copies of the candidate's:*

1. *Annual reports with chairperson's assessments for the last 5 years. These should include the Faculty Annual Report and Chair Evaluation, **by year with the most recent year first.***
2. *The report of the third-year review (when applicable).*

*Example of requested order. Begin each year on a new page*

**2014 Faculty Annual Report and Chair Evaluation**

**2013 Faculty Annual Report and Chair Evaluation**

**2012 Faculty Annual Report and Chair Evaluation**

**2011 Faculty Annual Report and Chair Evaluation**

**2010 Faculty Annual Report and Chair Evaluation**

**Third-year Review**



## **Appendices**

### **Unsigned Ballot Comments**



### **Peer Evaluations**

*Provide the last 5 years of peer evaluations, with the most recent year first. OP 32.01 states that “Candidates for promotion should also be provided peer evaluation of teaching in, at latest, the semester prior to application for promotion.”*





## **Departmental Tenure and Promotion Guidelines/OPs**