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In Consideration of Continuing Appointment

(Name), Ph.D.

(Current Title)

Department of ( )

(Date)



**Last name First name Middle name**

**Consideration for: Tenure\_\_\_\_\_\_ Continuing Appointment\_\_\_\_\_\_ Promotion\_\_\_\_\_\_**

Candidate elects to be evaluated by the following policy:

\_\_\_\_\_ Tenure/Continuing Appointment policy in effect at time of hire

\_\_\_\_\_ Tenure/Continuing Appointment policy in effect at time of last promotion (promotion dossiers only)

\_\_\_\_\_ Tenure/Continuing Appointment policy that is currently in effect

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Annual Reports and Chair Evaluations

Unsigned Ballot Comments

RECOMMENDATIONS AND

SIGNATURE PAGE



**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 \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dean, Graduate School  (signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_  Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_  Abstention \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Provost & Senior Vice President  (signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| President  (signature) | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_ |

Attachment B, pg. 2

OP 32.01

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7/11/12

Adopted by the TTUS Board of Regents May 28, 2012

SIGNED STATEMENT OF ACCESS TO

POLICIES AND DOSSIER



Text

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**INSTRUCTIONS: Leave this letter exactly as it is when you compile your initial dossier. You will fill in the details and sign this letter later in the process, when we are ready to submit your dossier to the dean.**

(date)

Dr. [chair name]

Chair, Department of [department name]

Texas Tech University

Dear Dr. [chair name],

This letter is to affirm that I have reviewed the contents of my dossier as it is to be submitted to the Dean of the College of Media & Communication in consideration of my application for tenure.

Sincerely,

[Signature to be added after faculty member reviews dossier]

DEAN’S LETTER



Insert Dean’s Letter here

ASSOCIATE DEAN FOR ADMINISTRATION & FINANCE



Insert Associate Dean for Administration & Finance letter here

DEPARTMENT CHAIR LETTER



Insert Department Chair’s Letter here

CURRICULUM VITAE



Insert CV here

SUPPORTING INFORMATION

ORIGINAL OFFER LETTER



Insert Original College Offer Letter here (with salary information redacted)

SUPPORTING INFORMATION

BASIC INFORMATION



|  |  |
| --- | --- |
| **BASIC INFORMATION** | |
| **Information Requested** | **Response** |
| Original Date of Employment (Official Start Date) |  |
| Rank and Title |  |
| Highest Degree earned |  |
| Terminal degree for this position |  |
| Experience in other institutions of higher education |  |
| Nature of initial assignment |  |
| Changes subsequent to employment |  |

|  |  |  |
| --- | --- | --- |
| **DEGREES COMPLETED** | | |
| **University** | **Degree** | **Date Conferred/Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **PROMOTIONS GRANTED** | | |
| **Date** | **From (Rank)** | **To (Rank)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Number of calendar months from last promotion until beginning of this semester: \_\_\_\_\_\_\_\_ | | |

SUMMARY OF TEACHING SUCCESS



Insert the following items here:

* Statement of teaching philosophy
* List of courses and sample syllabi
* Sample materials, e.g., handouts, study guides, exams, assignments
* Applicant’s instructional training professional development
* Teaching evaluation summary and peer evaluations
* Letters of recommendations
* Teaching videos (if applicable)

*Applicant consults with chair and ADAF regarding optional supporting information*

*Note: The maximum number of pages for the Summary of Teaching Success is 30 pages total*

ANNUAL FACULTY EVALUATIONS



Insert **final signed versions** of annual faculty evaluations here in reverse chronological order, e.g., 2020, 2019, 2018, etc. For third-year review, please also include chair’s letter and committee report.

UNSIGNED BALLOT COMMENTS



Associate Dean for Administration & Finance (or department chair under new college OP)

will add here