

Preparing a Dossier for Continuing Appointment – Chairperson

The dossier for Promotion and/or Tenure should contain the information described below and in this exact order. The dossier should come to the chair from the faculty member by September 15th and it should be submitted to the dean's office about October 5th.

The dossier the faculty member submits to the chair should contain the following material.

Cover/Title Page (should indicate the purpose of the dossier) using the CHHS template

Table of Contents

Opening Material

- Faculty statement regarding access to dossier – signed

Dean's Letter – divider sheet only

Chair's Letter – divider sheet only

Curriculum Vita

- Vita included

Basic Information

- Basic information section completed

Candidate's Summary of Teaching

- One to three-page narrative
- Summary table of teaching activities included (one page max)
- One page of representative student comments

Candidate's Summary of Research and Creative Activity – include only if appropriate for the nature of the candidate's appointment

- One to three-page research statement included

Candidate's Summary of Service and Outreach

- One page narrative of service, and outreach and engagement included



Candidate's Summary of Administration (only as appropriate)

- One page summary of administrative accomplishments included

Appendix: Annual Reports– divider sheet only

Appendix: Ballot Comments – divider sheet only

Candidate's Goals Statement

- One to two page statement regarding plans for next 5-7 years

Please check the content of the dossier to assure that it has been prepared according to the directions provided to the faculty member; request changes as needed.

As soon as the dossier is completed satisfactorily, insert all information noted in blue below *excluding voting tally sheet, chair's letter, and ballot comments*. Those will be inserted after the committee vote. Then the department promotion and tenure committee should examine the dossier and vote. The appendix materials submitted by faculty members should be available to the committee as requested.

The chairperson will insert additional information noted in blue in the following list.

Title Page (should indicate the purpose of the dossier)

Table of Contents

Opening Material

- Faculty statement regarding access to dossier – signed
- [Recommendation Form – votes entered and signed](#)

Dean's Letter – divider sheet only

Chair's Letter

- [Chairperson's letter](#)

Curriculum Vita

- Vita included



- [Rating of journal articles based on the university scale \(type or write in left margin\)](#) only if appropriate to the nature of the candidate's appointment

Basic Information

- [Faculty letter of offer or other documentation regarding position expectations](#)
- Basic information section completed
- [Enter rating of faculty teaching load found at the end of this section](#)

Candidate's Summary of Teaching

- Begin the section with a one to three page narrative (including summary and comments from peer reviews completed)
- Summary tables of teaching activities included
- [One page of selected student comments](#)

Candidate's Summary of Research (and Creative Activity if appropriate) **only if appropriate to the nature of the candidate's appointment**

- Begin the section with a one to two page research statement
- Summary tables of research activities included

Candidate's Summary of Service and Outreach

- Begin this section consists of a one to two page narrative
- Candidates may include tables and other examples of service, but the one-page statement is sufficient

Candidate's Summary of Administration (**only as appropriate**)

- One page summary of administrative accomplishments included

Candidate's Goal Statement

- Include a one-page statement regarding plans for the next 5-7 years, with an eye toward future promotion.

Appendix A: Annual Reports and Third-Year Reviews

- [Faculty annual reports – entire packet as submitted to the dean's office in chronological order](#)
- [Third-year review \(if applicable\) – place after the third year's annual review \[omit for promotion only dossiers\]](#)

Appendix B: Ballot Comments

- [Typed department ballot comments](#)



When the dossier is complete:

- Submit an electronic copy to the dean's office
- Submit an electronic copy of the department's promotion and tenure policy (as it applies to continuing appointment and promotion of non-tenure accruing faculty members) and rubric
- Submit **hard copies** of:
 - Recommendation Form
 - Department committee summary of ballot counts
 - Department committee voting sheets (actual ballot sheets)
 - Department committee comment sheets (actual comment sheets)

