



The University of Mississippi

Interoffice Memorandum

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TO: Faculty Members, College of Liberal Arts
FROM: Holly Reynolds, Associate Dean, College of Liberal Arts
DATE: 4/6/2009
SUBJECT: Tenure/Promotion Dossier

The purpose of this memo is to assist faculty members in organizing their tenure/promotion application materials. There will always be questions and concerns that arise while putting together the dossier and I am your contact within the College for help. Given that I receive similar questions every year and have seen probably over a hundred dossiers, I have put together these notes to give you some initial guidance.

Step one is to contact Shirley Pegues in the Provost's office to request that she put together your dossier binder and then go pick it up. There is only one binder for both tenure and promotion as the required application materials are the same. This binder has the instructions, forms, and required tabbed dividers.

Routing Sheet: Put your signature on the "Submission of Dossier" line and put the date you turned it in to the department chairperson (on or before September 1). Consider putting the routing sheet in a plastic cover because it tends to get torn and easily falls out. The College gets a "ding" from a University-wide committee if the dossier timeline is violated so please make the September 1 deadline. On occasion a department chairperson will ask for a dossier early in the summer so that external evaluators can complete their review of the materials during the summer when things are slower.

Application for Promotion: There is a form for applying for promotion but not one for applying for tenure, which is "automatic."

Application Document and Appendices: There are instructions in the binder about creating a document that sets out your employment, education, teaching, research/creative activities, service activities, etc. Think about this document as a meta faculty activity report. Here are some points to consider:

- The instructions for the teaching record ask for more than just the list of courses you have taught at UM. Getting this information together will take more time than usual because it even asks for when the course was scheduled during the week (i.e. T/Th 1-2:15pm). If you are applying for tenure/associate professor then include all courses taught at UM. If you applying for full professor, then you would include the courses taught at UM for the last 5 years.
- Departments want to see all publications, creative activities, and grant information for your career even if you were on the faculty at another institution before coming to UM. In this way, the faculty members can see the whole trajectory of your career when making this decision.
- You will need to include several appendices to support the teaching and research/creative activities of your dossier. I rarely see an appendix for the service activities of a faculty member. Here are my notes about the appendices:
 - Use smaller sized or colored tabs to separate the different appendices and to distinguish them from the formal tabbed sections of the dossier. To divide categories of material within each appendix, consider using a thicker or colored sheet of paper that identifies the next sub-section of the appendix.

- The appendices should immediately follow the application document and not placed at the back of the binder.
- Include a typed cover sheet for each appendix outlining what documentation is included. See my attached example of a cover sheet for a teaching appendix.
- For the teaching appendix, which is required for all faculty members:
 - a. Student teaching evaluations are mandatory for every course in which evaluations are collected. If they are not available, insert a short explanation. Include only the summary sheet with the percentages and not the multiple pages of charts. The written student comments are not necessary.
 - b. For faculty applying for tenure/promotion to associate professor, include all years of teaching evaluations at UM. For faculty applying for promotion to full professor, only include the past 5 years of teaching evaluations.
 - c. Information from the second method of teaching evaluation must be included. In many cases it will be copies of the peer evaluation forms/memos. For those departments with teaching portfolios as the second method, you will not include the teaching portfolio materials but instead the chair/faculty evaluation of your portfolio.
 - d. Any other course material is optional. I suggest example copies of your course syllabi.
- When the dossier is at the stage of department review, it will include appendices for research (copies of all your publications), grants, creative activities, or whatever else may be appropriate. These appendices organize the direct evidence that is relevant for your review by peers. When the dossier is delivered to the Dean's office, the general rule is that all appendix material (research, grants, creative activities, etc.) should be removed except for the teaching appendix.

Department Guidelines: There is a College-wide process of revising department tenure and promotion guidelines that has not been completed. Thus, faculty members applying as part of the 2009-10 "class" for T&P will insert the current "old" guidelines. The department/dean will decide on a case-by-case basis whether faculty members applying in the coming years will use the old or new guidelines.

Annual Review Section: Insert your annual reviews and not your annual faculty activity reports. Place them in chronological order with the earliest year first. If an annual review form is missing, check with the Dean's office to see if we have a copy on file. If no copy can be found, then the chair should insert a memo of explanation.

Outside Evaluators: Each department has its own way of selecting the external evaluators, although usually it is a list that is comprised of names submitted by you and the department/chair. Your dissertation supervisor or close research collaborator should not be an external evaluator. You will want to select evaluators from similar types of institutions, too. It becomes awkward when the evaluator says something like: "Well, he/she would not be awarded tenure at *my* institution but he/she is good enough for *your* institution." It is equally damaging if the evaluator is from a small, regional institution that is not in the same kind of research classification as UM.

The rest of the dossier is the responsibility of the department chairperson. Again, let me know if I can help.

APPENDIX A: TEACHING

[This sheet lists the items - by category - that are included in the appendix. It should be the first page of this appendix. Below is an example for Jane Doe, an assistant professor in a fictitious agricultural sciences department.]

A. Student Teaching Evaluations [Mandatory for every course. If not available, insert a short explanation.]

Fall 2000: AGR 100, AGR 302
Spring 2001: AGR 101, AGR 450
Fall 2001: AGR 100, AGR 670
Spring 2002: AGR 101, AGR 480
Fall 2002: HON 100, AGR 302
Spring 2003: AGR 101, AGR 450
Fall 2003: AGR 100, AGR 670
Spring 2004: AGR 101, AGR 480
Fall 2004: AGR 100, AGR 302
Spring 2005: AGR 101, AGR 450

B. Peer Teaching Evaluations [Second method of teaching evaluation]

Fall 2000: AGR 100. Evaluation by John Fawn
Spring 2002: AGR 101. Evaluation by Janet Buck
Fall 2002: AGR 100. Evaluation by Joe Stag
Spring 2004: AGR 480. Evaluation by Jacob Deer
Fall 2004: AGR 302. Evaluation by John Fawn

C. Syllabi [optional]

AGR 100
AGR 101
AGR 302
AGR 450
AGR 480
AGR 670