College of Business and Technology
Tenure and Promotion Dossier Format

A. Each promotion or tenure dossier may consist of no more than two volumes. If two actions are under consideration (e.g., to associate professor and tenure), a single dossier is acceptable, but two separate signature forms are required.

B. Volume 1 must be a standard, three-ring black binder with a spine no thicker than one inch and materials organized into five sections separated by labeled dividers. The applicant’s name and the action (e.g., tenure, promotion to associate professor, Promotion to professor) must be clearly indicated on both the front cover and the spine of the binder.

1. Section A consists of promotion and tenure transmittal sheet.
2. Section B consists of candidate’s letter requesting tenure/promotion and highlights special accomplishments.
3. Section C should include current Curriculum Vitae.
4. Section D consists of evaluations originating at the various levels of review. Letters from external reviewers should also be included.
5. Section E consists of the third year pre-tenure review if applicable and the annual performance evaluations.

C. Volume II must also be a standard, black three-ring binder with a spine no more than three inches thick. The applicant’s name and the action (e.g., tenure, promotion to associate professor, Promotion to professor) must be clearly indicated on both the front cover and the spine of the binder. It should contain all supporting documentation and be divided into three sections. The method of presentation of this material is left to the discretion of the candidate, but care should be taken to ensure that it can be viewed easily by persons involved in the evaluation process. Normally, the most recent information will be presented first.

1. Section A-Teaching. This section includes a brief statement of teaching philosophy, documentation of teaching effectiveness and should contain at least the printed summaries of mandatory student evaluations. Additional student evaluations, student comments, course syllabi, etc., may also be included.
2. Section B-Research and Scholarship. This section includes a statement of one’s research stream and intended contribution as well as items such as reprints of journal articles, copies of book chapters, successful grant applications, etc.
3. Section C-Service. This section will include a summary of University, professional, community service activities, as well as the economic development activities. Also include documentation supporting the value and effectiveness of the service.