

**College of Arts and Sciences**  
**Guidelines for Promotion and Tenure Dossiers**

Given below in standard type is the "Outline of Promotion/Tenure Recommendation Documents for Submission to the Provost and Vice Chancellor for Academic Affairs."

*Provided in italics is interpretive information for candidates from the College of Arts and Sciences.*

Items identified with an \* are expected to be included in all dossiers.

Dossier Outline:

**PART I: RECOMMENDATION OF THE DEAN, CHAIR, AND FACULTY**

- \*A. Cover page (with signatures)
- \*B. Assessment and Evaluation by the Dean
- \*C. Assessment and Evaluation by the College/School Committee
- \*D. Assessment and Evaluation by the Department Chair (if the unit has a chair)  
*In the case of split appointments assessments by both Chair and unit Director should be included.*
- \*E. Assessment and Evaluation by the Department/Area Faculty

**PART II: CANDIDATE'S PRESENTATION OF EVIDENCE IN SUPPORT OF PROMOTION**

- \*A. Teaching: A one to three page discussion of the candidate's achievements in teaching, with reference to documentation in Part III.  
*Discussion must include how the candidate fosters the CAS Desired Characteristics and Capabilities of Graduates.*
- \*B. Scholarship: A one to three page discussion of the candidate's achievements as a scholar, with reference to documentation in Part III.
- \*C. Service: A one to three page discussion of the candidate's accomplishments in professional service to the University and the community, with reference to documentation in Part III.

Note: For teaching, scholarship, and service, a one to three page discussion is only a guideline. More than three pages may be appropriate in individual circumstances.

PART III: APPENDICES: SUPPORTING DOCUMENTATION

\*A. Current curriculum vitae

- 1. Should be edited to clearly identify which accomplishments occurred since the last promotion or edited to include only those materials. For tenure, the vitae should clearly identify accomplishments since the date of appointment at SIUE. Any exceptions to this (i.e. hiring agreements to include prior years) should be fully explained and supported by appropriate administrative documents.*
- 2. Research reported should focus only on those publications produced during the review period. Copies of papers provided in the dossier should be limited to publications produced within the review period.*
- 3. Some indication of the quality of publications/artistic works such as quality of journals, etc, would be very helpful to the CAS Committee.*
- 4. Candidate should clearly distinguish between published articles or books, articles or books accepted for publication, articles and books submitted for publication, works "in progress", and conference presentations.*
- 5. Candidate should clearly distinguish between "invited" papers/exhibitions and juried papers/exhibitions.*

\*B. Evidence of teaching effectiveness. This may include:

- \*1. Reports of peer and chair evaluations  
*Both peer evaluations and Chair evaluations should be included.*
- \*2. Summarized student evaluations with evidence of growth over time  
*Candidate should provide some overall analysis and summary which shows evidence of quality of instruction and growth over time.*
- \*3. Evidence of curriculum development
4. Teaching awards
5. Course Portfolio/Teaching Portfolio
6. Other

\*C. Evidence of scholarly and creative activity. This may include:

1. External reviews of publications or other scholarly work
2. Letters of evaluation by external scholars  
*Departments may utilize appropriate outside evaluators for all levels of tenure and promotion. Such letters are optional within dossiers in support of tenure application and promotion from Assistant to Associate Professor. It is expected that letters of evaluation by outside scholars will be included in dossiers in the case of promotion to Professor.*
3. Internal peer reviews
4. Information of funded grants
5. Citation of candidate's works by other scholars
6. Reviews of recitals, exhibitions, or performances
7. Other

\*D. Evidence of University and Community service. This may include:

1. Information about public service grants
2. External assessment of public service activity
3. Internal assessment of University service activity
4. Documentation of public service accomplishments
5. Other

\*E. Copies of Annual, Retention, and Other Reviews by Chairs

\*F. Midpoint Evaluation (For Tenure Only)

\*G. Other Documents

This should include:

1. *Departmental criteria in the three areas of Teaching, Scholarly and Creative Activity, and Service, as well as Departmental standards for Excellent, Meritorious, Satisfactory, and Unsatisfactory performance.*
2. *Information on any changes in contractual assignment or split appointments should be communicated to the committee by the Departmental Chair.*

Note: Evidence provided for teaching, scholarly and creative activity, and university and community service should be summarized and organized. Raw data and unorganized materials such as original student course evaluations are not sufficient.

PART IV: RAW DATA May be submitted in a separate ring-binder

\*A. Copies or portfolio of publications or other scholarly work

\*B. Student evaluations of teaching

C. Other documents

Note: This information is to remain in the Dean's office available for review.

The dossier that includes Parts I through II should not exceed one large (maximum 6 inch) binder. The binder should not be overstuffed, and should be clearly labeled. Part IV may be included in the binder or may be organized in a second binder. Additional information may be held in the departmental office in case it is needed.

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