



UNIVERSITY GUIDELINES FOR CANDIDATE FILES (TENURE TRACK)

(All materials in the dossier must follow the format and exact order listed below in each part.)

Part I

Coversheet with:

- School name
- Full name of the candidate and terminal degree(s)
- Candidate's current rank and title
- Proposed action and candidate's proposed rank and title
- Proposed effective date, must be "September 1" of the following academic year, "upon approval of the board," or the effective date must coincide with the faculty member's date of hire
- Overall assessment by school-based review committee of scholarship, teaching and service for candidate's proposed tenure and/or promotion, including the vote for each assessment. (if applicable)
- Overall vote by school-based faculty review committee (if applicable)

Dean's Letter (please follow the **exact** order of the format below):

- Introductory paragraph with proposed recommendation, candidate's full name and terminal degree(s), proposed rank, and effective date (must be "September 1" of the following academic year, "upon approval of the Board," or the effective date must coincide with the faculty member's date of hire). **Faculty who arrive prior to Board approval MUST carry the title of Acting Professor or Acting Associate Professor**
- Process/chronology paragraph summarizing the appointment/review process
- If faculty member holds a joint appointment, explain how the appointment letter informs the tenure and promotion standard, if applicable
- External reviewers' summary paragraph: The relationship to the candidate must be at arms-length (see page two), otherwise detail any potential conflicts of interest that exist. Selected reviewers should be from disciplinary peer institutions, peer aspirational institutions, or justify reviewer's expertise
- Candidate's background:
 - Educational history; include graduating year for each degree
 - Broad field and subfield
 - Please include details regarding candidate's discipline/research and how it aligns with both the school and university's strategic priorities.
 - H-index (if applicable)
 - Funding history (if applicable) - include current grants with funding amounts, total awards, number served as PI or Co-PI, etc., and funding amount
 - Publishing record - (indicate how many as first or senior author, and number of publications in rank)

If the recommendation is for promotion to Full Professor, include number of publications post tenure
- Identify and address any issues in the school-based faculty committee report
- Identify and address any issues in the department chair's report (if applicable)
- Dean's critical perspective and independent recommendation, which includes an assessment of the candidate's (scholarship, teaching, service), a brief description of the cohort within which the candidate was evaluated, and the candidate's expected career trajectory. **Identify the candidate's strengths, weaknesses, and any concerns, particularly those highlighted by the school-based faculty committee (if applicable) or external reviewers.** Also, include the value of the candidate to the unit and the University

Supporting Materials:

- Letter from school-based faculty committee to the dean (if applicable)
- Letter from department chair/division to the dean (if applicable)
- Candidate's one-page summary curriculum vitae (CV)

- External reviewers:
 - Copy of **initial** solicitation letter/email to one of the external reviewers
 - Copy of the school's most recent tenure and promotion guidelines shared with the external reviewers
 - Brief biographical description for each external reviewer who submitted a review letter; including a description of relationship to the candidate (**maximum two pages**)
 - External reviewers' letters (**minimum of six**) and signed External Reviewer Forms preceding each letter
 - Review letters from internal reviewers (if applicable)
- Candidate's personal statement (**maximum of five pages**) on scholarship, teaching and service
- Candidate's full curriculum vitae (CV)

PART II

- Teaching dossier (teaching statement, numerical evaluation summary sheets, handwritten comments, course creation total and other related materials)
- Service dossier (service statement, service activities and other related materials)
- Copy of the selected scholarly work submitted to external reviewers

PART III

- External Reviewers Tracking Form

PART IV

- Cover page
- Dean's letter
- Candidate's one-page summary curriculum vitae (CV)
- Candidate's personal statement (**maximum of five pages**) on scholarship, teaching and service

EXTERNAL REVIEWER BEST PRACTICES

Best practice in quality assurance ensure that external reviewers are at arm's length from the candidate under review. This means that reviewers/consultants are not close friends, current or recent collaborators, former supervisors, advisors or colleagues.

Arm's length does not mean that the reviewer must never have met or heard of the candidate. It does mean that reviewers should not be selected who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the candidate. Please see some examples of what does and does not constitute a close connection that would violate the arm's length requirement.

Examples of what **may** violate the arm's length requirement:

- A previous member of the same program or department as the candidate at the same time
- Received a graduate degree from the same program as the candidate at the same time
- A regular co-author and research collaborator with the candidate within the past seven years, and especially if that collaboration is ongoing
- Close family/friend relationship with the candidate
- The candidate's doctoral supervisor

Examples of what **does not** violate the arm's length requirement:

- Appeared on a panel at a conference with the candidate
- Served on a granting council selection panel with the candidate
- Author of an article in a journal edited by the candidate, or a chapter in a book edited by the candidate
- Presented a paper at a conference held at the university where the candidate is located
- Invited candidate to present a paper at a conference organized by the reviewer, or to write a chapter in a book edited by the reviewer
- Received a bachelor's degree from the same university
- Co-author or research collaborator with the candidate more than seven years ago
- Presented a guest lecture at the university of the reviewer
- Reviewed for publication a manuscript written by the candidate