

**FORMAT FOR
PROMOTION AND TENURE DOSSIER
Yale Gordon College of Liberal Arts and Merrick School of Business**

Approved by UFS 4/14/10

Every dossier submitted for review shall conform to the format and criteria listed below. All evidentiary material should date back no further than five years or since the last appointment and/or promotion review (whichever is less).

Primary Materials

- I. Table of Contents
- II. Personal Statement (signed and dated)-no more than 2-3 pages
 - A. A table illustrating his/her workload assignments since appointments or promotion to the presently held rank (or the past 5-years, whichever is less). The candidate should specify the proportions of time allocated for teaching, scholarship or other creative activities, and service and how they correspond with the percentages established on the Planned Faculty Portfolio (PFP). If the candidate's percentages differ from year to year, annual allocations should be included that reflect his/her changing responsibilities.
 - B. The candidate should provide a narrative overview of activities and attainments in relation to each of the criteria in teaching, scholarship or other creative activities, and service.
- III. Philosophy and Discussion Statements
 - A. Teaching – Statement by candidate, outlining his/her teaching philosophy, duties, and fit with the mission(s) of UB, YGCLA/RGMSB and the department/division. Statement should include a chart of courses taught, including semester, course number, section number, course name, required, elective, new prep, web, etc...
 - B. Research – Statement by candidate discussing his/her research, publications, creative works and professional activities. If copies of articles and other research related material are too bulky for the Dossier binder, they may be included with the additional support materials to be housed in the dean's suite and made available to the provost and president as may be requested.
 - C. Service – Statement by candidate discussing his/her service to the department/division, college/school, university, professional organizations and

the community since appointment or promotion to the presently held rank (or the past five years, whichever is less). Candidate should make the distinction whether the service is professional in nature or community service.

IV. Vita

V. Internal Reviews

- A. Written annual progress toward tenure reviews (no more than the past five years or since last promotion, whichever is less)
- B. Three-year progress toward tenure review
- C. Five year post-tenure review as appropriate. (See IV.C. in the YGCLA and RGMSB Policy and Procedures for Promotion and Tenure.)

VI. External Reviews

A minimum of three external reviews are required, no more than 50% of which can be selected from the candidates list. Per policy guidelines, external review material will be kept separate from the dossier in a confidential folder, but will be transmitted along with the dossier for review at each level.

VII. Teaching

- A. Syllabi-sample (not all), plus sample exercises, assignments, other materials developed for course. It should be the most recent version for courses taught. Include the web version if it is different from the face-to-face course.
- B. Student evaluations – computer generated summary sheets of teaching evaluations-no more than five years. Narrative explanation of the results and open-ended comments may be included.
- C. Peer Review of Teaching – May include written reports of classroom visits by one's peers, who shall be colleagues in the discipline and are at or higher than the rank to which the candidate is seeking
- D. Other Relevant Materials:
 - 1. Curriculum and course development-narrative and supporting materials;
 - 2. Advising – A brief description of advising duties including the following:
 - Doctoral – List the names, dissertation/project title, and beginning and ending dates of work for the students advised.
 - Master's – List the number of students per semester for whom the candidate has served as primary advisor.

- Undergrads – List of the number of students per semester for whom the candidate has served as primary advisor.
3. Student learning outcomes assessment activities – Narrative shall include assessment plan, rubrics, assignments, and should show how learning goals tie into assessment plan.

VIII. Research

- A. List applicable scholarly and creative works in the following order (copies of scholarly works and other creative activities may be included with support materials):
 1. Published books (written or edited)
 2. Refereed articles or chapters in books
 3. Non-refereed articles
 4. Published book reviews
 5. Refereed or invited paper presentations at prof. Meetings
 6. Grants (external)
 7. Invited scholarly addresses or speeches
 8. Invited panel participant, session chair
 9. Miscellaneous publications
 10. Creative works
 - a) juried exhibitions;
 - b) published poetry;
 - c) invited exhibitions, speeches, and performances; and
 - d) television, radio, media creative works
 11. Other scholarly activity
 - a) research awards;
 - b) invited panel participant or session chair at professional meeting;
 - c) fellowships;
 - d) consultancies (work-for-hire and sponsored research when related to the expertise of the faculty member);
 - e) honors/prizes; and
 - f) legal testimony, expert witness, and media interviews when related to the expertise of the faculty member .
- B. Specify role/contributions in collaborative work, including a statement from the candidate on co-authored contribution.
- C. Publications should be distinguished between peer and non-peer reviewed.
- D. Must provide acceptance letters for future publications that specifies a date of publication. Copies of published materials may be included in the dossier.

IX. Service

- A. University Work—Indicate your contributions to each and identify leadership roles for
- B. department/division, college/school, and university in general.
 - 1. Committee assignments
 - 2. Program administration
- C. Professional and Community Service—Candidate should make the distinction whether the service is professional in nature or community service and identify appropriate leadership roles.
 - 1. Professional organizations
 - 2. Professional consulting

Other Support Materials