

Guidelines for Preparation of a Tenure Dossier

A faculty member's application and supporting materials for tenure are contained in a dossier. The contents of this dossier should reflect the criteria for tenure established by the individual's academic department and College. Each dossier needs to include supporting materials regarding teaching, research, and service and should argue persuasively that the individual meets or exceeds expectations in each of the three areas.

The revised tenure policy provides general guidelines for preparing a tenure review dossier:

(I.A.4) "Tenure Review Dossier" (referred to hereafter as dossier) as used in this policy shall be defined as a set of verifiable materials showing evidence of the candidate's fitness for tenure. The dossier should contain a succinct, substantive, and cumulative record of the candidate's performance during the probationary review period (see IV.A.2, of this policy). Any material generated during the review process will become an integral part of the dossier.

(IV.A.2) The candidate, in consultation with the department chair, shall develop a dossier consisting of supporting materials, including a current vita, annual reports, pre-tenure reviews, all administrative evaluations and other written evaluations that may be required by the department. An inventory of all contents must be attached to the dossier.

(IV.A.3) The dossier must address the criteria for tenure established by departmental tenured faculty. Such criteria must include details of departmental expectations in each of the following areas:

- a. Evidence of teaching effectiveness.*
- b. Research and/or creative accomplishments.*
- c. Service.*

The following guidelines are intended to assist in assembling and organizing supporting materials for the dossier.

Overall Format

Dossier materials should be organized into **one** three-ring binder. Use tabs to identify the main sections for easy reference. Put your name and department/College on the spine of the binder so it is easily identifiable. If you use plastic "sleeves," put only one sheet of paper in a sleeve.

As you organize your materials, remember that they will be reviewed by people from a variety of academic disciplines. Provide explanations and context whenever necessary. Include in your dossier the materials that you deem pertinent for consideration. Some items listed below are required; others are recommended; yet others are suggestions for you to consider. As the dossier continues through the levels of review, any materials you

include will not be removed; however, materials from the reviewers will be added to the front of the binder.

Introductory Materials

- ❖ Table of Contents (required)
- ❖ Copy of your initial appointment letter and any changes to that initial appointment (required)
- ❖ Copy of tenure criteria/elaborations for your department (required)
- ❖ Narrative highlighting your accomplishments and explaining persuasively why you meet expectations for tenure (highly recommended).
- ❖ Curriculum Vitae (required)
- ❖ Annual Faculty Reports and reviews from your department chair (required)

Teaching Effectiveness

- ❖ Brief narrative outlining your teaching philosophy and approaches to helping students learn (recommended)
- ❖ Sample syllabi for courses taught regularly (required)
- ❖ Sample instructional materials you have developed (recommended)
- ❖ Student evaluations (required; you may put these in an Appendix at the back of the binder if you wish.)
- ❖ Reports of class visits by faculty colleagues, the department chair, and/or others who have the expertise to evaluate effective teaching
- ❖ Materials used in advising
- ❖ Sample student assignments with your grades or comments
- ❖ Information regarding your work with thesis committees, student supervision, curriculum development, innovative teaching strategies, and participation in teaching-related workshops and conferences

Research and/or Creative Accomplishments

- ❖ Brief narrative outlining your achievements and goals in terms of scholarly/creative work. It is helpful if you describe the significance of your work within your discipline and how your research/creative agenda intersects with your teaching (recommended).
- ❖ Scholarly publications: book chapters, articles in professional journals, book editorships, textbooks, monographs. Provide bibliographic information and differentiate among international/national, regional/state/local, and refereed/non-refereed publications (required). You may include a copy of the full text of published articles or chapters if you wish.
- ❖ Scholarly presentations. Differentiate among solo papers, poster presentations, panels, international/national, regional/state/local conferences, and refereed/non-refereed presentations.

- ❖ Concerts, theatrical performances, art exhibits, or other creative presentations. Differentiate among international/national, regional/state/local, and refereed/non-refereed events.
- ❖ Book and manuscript reviews, abstracts, proceedings
- ❖ Grant proposals. Indicate funded or not funded, your role [i.e. principle investigator], funding source, and period of funding.
- ❖ Self-published works such as instructional CDs or workbooks
- ❖ Conferences attended: work as moderator, convener, and so on
- ❖ Participation in scholarly societies: include positions held, meetings attended, and so on
- ❖ Awards, fellowships, honors received
- ❖ Support for student research

Note: In this section of your dossier, it is helpful if you provide descriptive headings such as **Scholarly Articles** and **Conference Presentations** to differentiate among the different categories of scholarly work.

Service

- ❖ Brief narrative outlining how your service to your department/College, the university, and/or community supports the university mission and your own professional development (recommended)
- ❖ Evaluation of the work you have done on department, College, or university committees
- ❖ Involvement with student organizations
- ❖ Leadership roles you have taken in regional, statewide, or national activities/committees
- ❖ Activities related to accreditation
- ❖ Student recruiting or retention efforts
- ❖ Liaison work with schools or community colleges
- ❖ Work representing the university in the community or statewide
- ❖ Speaking engagements

The tenure policy notes that your dossier should be succinct and substantive. There is no need to include a book in its entirety; *do* include reviews or abstracts of your book, if available. You do not need to include full texts of items such as articles in newsletters or newspapers although you may list the bibliographic information if you wish. If you presented at a conference, include the program page on which you are listed; do not include the entire conference program. Focus on your accomplishments since coming to SFA; these are of far greater importance than achievements at another institution.

In short, consider your dossier to be a *persuasive narrative* about your professional development and your qualifications to be a tenured faculty member in your discipline at SFA. Put your dossier together with a variety of readers in mind.