

Content and Organization of the Tenure and Promotion Dossier

College of Arts and Sciences, University of Texas at Tyler

Record of Review Form (download separately as a Word document) Fill out draft by hand; give to dean for review before making final. Once approved, type and insert as first page of first volume.

Table of Contents (follow outline below starting with "I")

I. Curriculum Vitae

When listing work/teaching experience, be sure not to leave any gaps in time.

For co-authored material, please describe briefly the portion that is yours, for example, "chapters 2, 4, 7" or "lit. review and Findings sections." Also, where appropriate, indicate whether you were junior author or senior author

List research beginning with the most current. Be sure to provide complete bibliographical information. Refereed work must be separated from non-refereed work.

II. Copy of Departmental Tenure and Promotion Guidelines

III. Official Recommendation Statements: recommendations submitted by departmental tenure committee, department chair, and letters of all outside reviewers for candidates for promotion to the rank of professor. Unofficial recommendations are not to be included.

IV. Annual Evaluations and Third Year Reviews

Include each annual evaluation received and the evaluation(s) you received as part of your Third Year Review

V. Teaching

- A. Teaching Philosophy Statement (1 ½ page maximum)
- B. Summary of Teaching Responsibilities (courses by semester)
- C. Any Teaching Awards Received
- D. Teaching Enhancement (D and E can be combined.)
Describe how you have used student evaluations to improve instruction.
List workshops, panels, training sessions, etc. on teaching you have attended in past two years.
- E. Workshops, panels, papers, etc. presented on teaching in your field.
- F. Use of technology in the classroom.

VI. Research.

- A. Statement about research/creative activity (1 ½ page maximum)---focus, accomplishments, plans for the future, role of relationship of research to teaching and service.
- B. List any general awards for research/creative activity.

LIST THE ITEMS BELOW SEPARATELY (Lists start with most recent to oldest)

- C. Books, edited books, textbooks. Include any citations (Social Science Citation Index), professional reviews, and awards received for specific books.
- D. Refereed Journals. Include complete bibliographical citation including page numbers. Also, if appropriate, indicate whether you were junior author or senior author. If article has been cited in the works of others, note those citations. For faculty in the final arts, this section could include any of the following: juried shows, invitational exhibitions, solo exhibitions, curated exhibitions, successful auditions, inclusion in collections, participation in portfolios, residencies, gallery lectures, visiting artist positions, exhibition jurying. PLEASE NOTE: Do not include thesis or dissertations (anywhere)
- E. Book Chapters. Include complete bibliographical citation including page numbers. Indicate whether invited or refereed. Also, if appropriate, indicate whether you were junior author or senior author.

- F. Conference Papers. Indicate whether invited or refereed. Also, if appropriate, indicate whether you were junior author or senior author.
- G. Grants and Grant Products. Give names of all individuals involved in the grant and their role (eg., PI, co-PI, etc.)
- H. Encyclopedia/Handbook Entries. Include complete bibliographical citation including page numbers.
- I. Computer programs, software, and other electronic media.
- J. Other non-refereed materials: Conference panels and workshops; book reviews; annotated bibliographies; non-juried/non-refereed creative works; other non-refereed publications; bulletins and technical reports

***Please note:** If you have materials accepted but not yet in print or not yet presented (ie., "in press"), they must be accompanied by a receipt/reply from the publisher/conference/grantor that the materials has been accepted or accepted contingent on further revisions. Also, list separately any materials submitted, but not yet accepted. If you list such materials, you must include your transmittal letter to the publisher/conference/grantor and/or a reply from the same indicating receipt of the material submitted.

VII. Service

- A. Statement on service activities and relationship to teaching and research.
- B. Service to Profession (Academic, Disciplinary)
 - Memberships in organizations; offices held. Other relevant service activities
 - Journal editor; manuscript reviewer; conference paper reviewer
 - Other contributions
- C, Curriculum Development
 - New courses developed
 - Participation on curriculum development committees
 - Lab manuals, workbooks, etc. prepared for courses
- D. Advising -- Statement on advising activities, including graduate students (half page)
- E. Professional Practice (may not be applicable to all disciplines)
 - Consulting and clinical practice
 - Service on agencies, boards, professional (non-academic) organizations
 - technology transfer work
 - workshops, seminars, etc. for professionals
 - other contributions
- F. University
 - List membership on all department, college, and university committees along with leadership roles, significant activities
 - Other contributions
- G. Public Schools
 - Describe service activities involving public schools
- I. Community
 - Describe service activities involving the community at large.

VIII. ADDENDA (Put into separate notebook.)

- A. Syllabi used in each separate course you have taught in all semesters preceding the beginning of the tenure and promotion evaluation process.
- B. Sample of handouts, tests, teaching materials from only the last full academic year.
- C. Student evaluations for courses taught only during the last full academic year. (put the balance of evaluations into an envelope in case anyone wants to see them.)
- D. Books published (since appointment to UT Tyler faculty or promotion to the rank of associate professor only)

- E. Copies (not the journals themselves) of all materials published since appointment to UT Tyler faculty or promotion to the rank of associate professor only). For articles and chapters, do not include original journal or book. Photocopy the relevant article or chapter and note bibliographic information on the title page.
- F. Unsolicited letters, e-mails, etc.

THINGS NOT TO INCLUDE

Solicited letters/recommendations from any source unless approved by dean.
Research in progress.