

## COLLEGE OF HEALTH

### PROMOTION and TENURE DOSSIER GUIDELINES

The faculty member's dossier should be compiled in a large, three-ring binder with readable index tabs for easy access/identification by reviewers at the Department and College level. In addition, a manila file folder should contain the original documents listed below. This file folder will be forwarded through the Administration; the three-ring binder will be returned to the candidate.

\_\_\_\_\_ **FORMAL RETENTION, PROMOTION, TENURE SUMMARY DOCUMENT (App. A)**

(Form may be found on the web at: [www.admin.utah.edu/facdev/forms/formal.pdf](http://www.admin.utah.edu/facdev/forms/formal.pdf))

\_\_\_\_\_ **DEAN'S LETTER OF RECOMMENDATION**

Indicate that a copy was sent to the faculty member.

\_\_\_\_\_ **SUMMARY REPORT OF COLLEGE RPT ADVISORY COMMITTEE DELIBERATION**

Signed by committee secretary listing names of committee members present.

Dean shall send a copy to the faculty member.

\_\_\_\_\_ **DEPARTMENT CHAIR'S LETTER OF RECOMMENDATION (App. B)**

Indicate that a copy was sent to the faculty member.

\_\_\_\_\_ **CANDIDATE'S RESPONSE (if relevant)**

\_\_\_\_\_ **SUMMARY REPORT OF THE DEPARTMENT FACULTY ADVISORY COMMITTEE DELIBERATION.**

Signed by the Committee Secretary and its chair and listing names of committee members present

Indicate on the bottom of the report that a copy was sent to the faculty member.

\_\_\_\_\_ **TEACHING REPORT OR PEER REVIEW OF TEACHING**

\_\_\_\_\_ **STUDENT ADVISORY COMMITTEE FACULTY EVALUATION REPORT, SIGNED BY SAC OFFICERS (App. C)**

Students must be invited to participate in the review of faculty for promotion and tenure. The supervisor of the tenure unit will select and invite an appropriate number of students to evaluate that portion of the candidate's dossier related to teaching. The University of Utah Student Advisory Committee (SAC) form will be added to the dossier.

(Form may be found on the web at: [www.admin.utah.edu/facdev/forms/studentadv.pdf](http://www.admin.utah.edu/facdev/forms/studentadv.pdf))

\_\_\_\_\_ **FACULTY MEMBER'S UPDATED AND COMPLETE CURRICULUM VITAE**

(Additional information on the vitae follows at the end of this document)

**A faculty member's statement may be included at the end of the vitae.** The statement (three page maximum) should address the individual's contributions in the areas of teaching, advising and other assignments; scholarship and creative activity; and service.

\_\_\_\_\_ **SAMPLE LETTER OF REQUEST FOR EXTERNAL/INTERNAL LETTERS (App. D)**

\_\_\_\_\_ **LISTING OF WHICH REVIEWERS WERE NOMINATED BY THE CANDIDATE, THE DEPARTMENT CHAIR AND THE RPT ADVISORY COMMITTEE (App. E)**

\_\_\_\_\_ **BRIEF SUMMARIZED CURRICULUM VITAE OR A STATEMENT DESCRIBING QUALIFICATIONS OF THOSE WHO WROTE LETTERS OF EVALUATION, THEIR RELATIONSHIP TO THE CANDIDATE AND THE METHOD OF SELECTION. (App. F)**

\_\_\_\_\_ **LETTERS OF EVALUATION FROM RECOGNIZED EXPERTS WHO ARE QUALIFIED TO COMMENT ON FACULTY MEMBER'S ACCOMPLISHMENTS**

Solicited letters of evaluation from outside leaders in the field  
(five minimum, eight preferred for promotion and/or tenure)

Letters should generally be from leaders in the candidate's field, chosen for their ability to evaluate the candidate's scholarly work. Only in rare cases should letters be solicited from co-authors, co-principal investigators, former professors, or former students. Letters should generally be from tenured professors or individuals of equivalent stature outside of academia who are widely recognized in the field.

The candidate may submit a list of individuals meeting these criteria and, from this list, at least three will be selected by the department/division chair (or chair of the unit's Promotion and Tenure Committee). The other reviewers are to be selected by the Chair, in consultation with the candidate.

A representative form letter is attached, but any reasonable variation is acceptable. Each reviewer should be sent a copy of the candidate's current vita and personal statement. Copies of publications (3) will be sent to external reviewers. Letters from external reviewers should be available prior to initiating the review of the dossier.

**Letters of Evaluation from Administration:** It is important that these are letters of **evaluation** and not letters of **advocacy**. They should address both the strengths and relative weaknesses in the candidate's record of performance. These letters should not simply be a restatement of evaluations at lower administrative levels. Summarize primary points made by each external evaluator for faculty who have signed "Waiver of Access" forms. Identify evaluators only by a coded reference number or letter when referring to a comment in a confidential letter.

\_\_\_\_\_ **WAIVER OF CONFIDENTIALITY (App. G)**

All faculty will be given the opportunity to waive or retain their right to view external letters of evaluation obtained from outside the department/division for their retention/promotion/tenure review. The waiver/nonwaiver form, with the candidate's signature below the statement preferred by the candidate, shall be included in the candidate's review file. When the candidate reserves the right to read the external letters of evaluation, reviewers shall be informed in writing that their letters may be seen by the faculty member being reviewed.

\_\_\_\_\_ **COPY OF DEPARTMENTAL RPT CRITERIA USED FOR REVIEW**

## **PROMOTION AND TENURE VITA**

The vita for promotion and/ or tenure review may vary from the standard vita. It may be formatted to follow the section heading below.

### **A. EDUCATION AND EMPLOYMENT INFORMATION**

The year, major field of study, and degree obtained from each institution should be identified. The year, location, and institution for each position held since the baccalaureate should be included in this section.

### **B. TEACHING, ADVISING AND OTHER ASSIGNMENTS**

1. Instructional Summary
  - a. Credit Courses  
Present a chronological listing of course numbers, term, year, and number of students enrolled.
  - b. Non-Credit Courses and Workshops  
Present a chronological listing of non-credit courses, international training programs, workshops, seminars, Extension programs, and continuing education programs in which a candidate has had a major responsibility. Indicate the candidate's role (program participant, program organizer, etc.)
  - c. Curriculum Development  
List primary contributions in curriculum development and give dates (e.g. courses developed, curriculum committee service, etc.)
  - d. Graduate Students and Postdoctoral Trainees  
List current and former graduate students and postdoctoral trainees for whom the candidate has had a major instructional responsibility. Indicate instructional role (major professor, graduate committee member, etc. ) and year the degree was or will be completed.
2. Student Evaluation  
Summarize all course/program evaluations with numerical ratings. The number of students in the course who submitted evaluations should be identified. The summary should include an analysis of performance over time, e.g. same course by term and year, as well as a comparison of course to department and/or college norms on important variables such as required/not required, core or elective, and level (100, 200...), etc. Letters from individual students, clients or program participants should not be included in this section.
3. Peer Teaching Evaluations  
Peer evaluations should be based on a review of course syllabi, texts, assigned reading, examinations, class materials, and other assessments such as attendance at lectures as appropriate for the field and subject area. For each entry, give course and term, a brief description of the review process, and the peer's evaluation.
4. Advising  
Describe advising responsibilities, both formal academic advising (give number of student advisees, how often they typically meet with the adviser), and co-curricular advising (e.g. faculty adviser for student professional organization). Provide evaluations of advising performance, including dates, and describe how student input was obtained.

### **C. SCHOLARSHIP AND CREATIVE ACTIVITY**

Scholarship and creative activity is understood to be intellectual work whose significance is validated by peers and which is communicated. Such work in its diverse forms is based on a high level of professional expertise; must give evidence of originality; must be documented and validated as through peer review or critique; and must be communicated in appropriate ways so as to have impact on or significance for publics beyond the university, or for the discipline itself

1. In identifying scholarly and creative activity, use appropriate headings (e.g. refereed publications, juried exhibits, non-refereed publications).

Refereed papers or juried exhibitions or compositions should be listed separately from non-refereed papers or indicated with an asterisk.

All authors should be given in the order they appear in the paper (not "with John Smith and Kathy Brown"). Underline the principal author of each publication if the order of authorship does not adequately reflect overall scholarly contributions. Date of publication, volume, and pages must be given.

Where not obvious, the unit head should explain how the work was validated and communicated. The significance of the scholarship and creative activity and stature of the sources in which they appear are appropriate matters for discussion in letters of evaluation for the promotion and tenure committee, the Department/Division Chair, or Dean.

2. For professional meetings, symposia, and conferences, note the dates, location, and role of the faculty member (e.g. organizer, chair, invited speaker, discussant, presenter).
3. List grant and contract support along with funding agency, dates and name of principal investigator.
4. List patent awards, cultivar releases, and inventions, with titles and dates.
5. List other information appropriate to one's discipline.

### **D. SERVICE**

Faculty service is essential to the University's success in achieving its central mission. Service is an expectation for promotion for all ranks at the University of Utah.

1. University Service: List Department, College, and University committees (or other responsibilities) with dates.
2. Service to the Profession: List involvement with professional associations/societies, especially offices held, research advisory or review panels, and other evidence of regional, national, or international stature and service to the profession. Provide dates for all activities.
3. Service to the Public (professionally related)  
List service provided to the public which is consistent with professional training and responsibilities. Provide dates. Service that is relevant to a faculty member's assignment, and which draws upon professional expertise or contributes significantly to university relations, is considered and valued in promotion and tenure decision.

#### **E. AWARDS**

Include awards received from professional organizations/societies, the University of Utah, civic or community groups. The nature of the award and reason received, grouped, to the extent possible, into the following headings.

1. National and International Awards
2. State and Regional Awards
3. University and Community Awards

#### **OTHER LETTERS AND MATERIALS (optional)**

Additional letters from sources other than administrators, unit promotion and tenure committees, the student committee, and external reviewers are not necessary. Signed letters of support or advocacy from friends, colleagues, students, and clients should be included only if they are necessary for fairness and balance. If there is some compelling reason to include such letters, the unit supervisor should write a statement identifying the significance of the letters, whether solicited or unsolicited, and the need to include them in the dossier. All letters should be letters of evaluation and should be open to the candidate. Include any other material that may be relevant to a full and fair review.

#### **CANDIDATE'S SIGNED STATEMENT**

Prior to the dossier receiving its first formal review, the candidate should sign a statement that he or she has reviewed the open part of the dossier and that it is complete and current. The candidate retains the right of access to recommendations added by administrators and personnel committees.