

TENURE and PROMOTION PROCESS – CHECKLIST FOR RECEIPT OF DOSSIER AND/OR ABBREVIATED FILE

Faculty under review for tenure (both probationary and final) and/or promotion must submit a file to be reviewed in the tenure or promotion process. Faculty specialists who submit their file for final tenure and who also wish to be reviewed for promotion must submit a separate file for the promotion review process.

Historically, departments/schools have created an abbreviated file that either accompanies the comprehensive file when forwarded to the dean's office for review or is all that is sent to the dean's office for review (this varies by college and dean preference). It is only the abbreviated file that is forwarded to the office of the provost. The comprehensive file must be kept in a secured location in the department/school office until the final decision has been made in the review process, as either the dean or provost could ask to see the comprehensive file during the process.

More recently, faculty members have expressed interest in creating their own abbreviated file. Therefore, departments/schools might be in receipt of two files for a faculty member under review. The nature of the comprehensive file is left to the discretion of the faculty member. However, the abbreviated file has very specific requirements and must meet those requirements to be accepted from the faculty member. **The abbreviated file must be in a file folder labeled with the person's name, college, department, and type of review (2nd, 4th, 6th, type of promotion or other mandated review). The material in the folder must contain the following items and in the sequence listed below (reverse chronological order).**

- ___ Cover sheet (part of the packet sent out to departments)
- ___ Checklist (a form that contains this section as well as sections for reviewers)
- ___ Letter from the Dean for current review
- ___ Letter from the Chair/Director for current review
- ___ Letter from the Department Tenure or Promotion Committee for current review
- ___ Copies of all DTC, DPC, Chair/Director, CPC and Dean letters from previous related reviews
- ___ Focused personal statement (if available)
- ___ Up-to-date curriculum vitae
- ___ Documentation:
 - ___ a. Summary of student ratings (should be comprehensive)
 - ___ b. Copy of student rating form (ICES form and, if applicable, pre-ICES form)
 - ___ c. Other material (e.g., student comments; materials addressing conditions from previous reviews; letters of recognition/awards; notification of grant/contracts)

At the end of the review process, the comprehensive file, less the materials removed for the abbreviated file, is returned to the faculty member. Only after tenure or promotion is granted are all abbreviated files returned to the faculty member (see Article 11.§3.3).

When receiving a review file(s) from a faculty member, please check that each of the above items is included in the file. Note that some faculty members may include the above listed items in both the comprehensive file and the abbreviated file so that they receive all materials when the files are returned to them at the end of the review process. If the only file submitted is a comprehensive file, please check that these items are in that file. To create the abbreviated file (after department review), please pull these items from the comprehensive file and put them in the abbreviated file folder you have created.

If a faculty member submits both comprehensive and abbreviated files, please check that the abbreviated file contains all items in the checklist.