GUIDELINES FOR PROMOTION & TENURE FILE ASSEMBLY

The following information is provided to aid with consistency in assembling files at the department level and is meant for the departmental coordinator of the tenure and/or promotion dossiers, but should also be reviewed by the department head and chair of the promotion and tenure committee.

The tenure and promotion (T&P) departmental coordinator job is extremely important to the integrity of the process. This person acts as the 'keeper' and organizer of the numerous pieces of information that go into the decision making and final dossier. The significance of a positive tenure review at the assistant professor level is paramount to the rest of that faculty member's career. Utmost care should be taken during each step of the process. The departmental T&P coordinator may always call on the college manager of faculty services with questions regarding any aspect of the process.

The deadline for final submission to the Dean's Office is Friday, September 27, 2019

Please follow all instructions below or the dossier/s will be returned for corrections:

- Use the dossier template file on the DOF website. Be sure to remove the 'instructions' page before submitting to the college, and set preferences so that it opens in 'Boomarks.'
- Do not have any sub-categories from the main bookmarks.
- The votes of the departmental committee must be included in the overall report **in table format.** Please make one individual signature sheet, not part of the final report. (Example attached: DEPT - Dept Final Report)
- Addendums: Any updates to dossiers (referred to as 'addendums' in this document) must be in memo format, must include a statement that the candidate deems the changes to be accurate as of this date, and must be signed and dated by the candidate, and submitted through the department head. Addendums should be added when a paper has been formally accepted, or a grant has been formally approved for funding. Often times the backup notification is attached.
- Place the grants summary chart **AFTER** the CV. The grant summary chart numbers must match what is on the candidate's CV
- The college chart includes UINs, email addresses and semesters taught at TAMU. Format all items exactly as they are in the sample file. **Also, this information must be in exact agreement with that provided in the Faculty Biography Table.**
- Separate electronic CV files (pdf) are required for ALL candidates. CVs **may not contain personal contact information** such as a home address, phone or personal email address.
- A list of the department's peer and aspiring institutions, and the basis for the selection (see item 8 below for placement) is required only if the reviewers are NOT from peer institutions. Please ask your department head to evaluate your list/s for that requirement. (Example attached: Last, First - AAU Peer)
- On the dossier cover page, double-check all candidate information for correctness; and reconcile voting numbers to match what is stated in the departmental committee report and department head report. **List the initial mandatory year of consideration if a probationary extension was granted.**
- **Rotate all charts so they are not sideways in dossiers.**

- The candidate's name must be presented **<u>the same</u>** on each document submitted, including all charts, the CV, biography table and summary table.
- For all documents, except those with signatures, provide original pdfs. **Files must be saved as pdfs rather than scanned as pdfs.** This is important because the quality of scanned files is low, and do not allow the text search function to be used. Do not submit crooked or blurred pages.
- *Biography, Summary Data, and Tenure Tables*. Use the templates for each of these documents provided on the DOF website, and the detailed instructions in the DOF Submission Guidelines. Include all elements of the summary table that appear in the DOF template; leave the right hand column blank if they do not apply to the candidate. Submit all documents in MS Word (see below for naming conventions). **Summary tables are limited to one page; should reflect activities from the candidate's entire career; and should be updated to reflect any additions to the dossier.**
- The *External Reviewers Chart* should be completed by whoever is responsible for contacting the reviewers.
- At no time is the candidate to inquire about the status of the external reviewers that he/she recommends, nor should they contact them.

Compilation of the electronic T&P dossier file:

- The Dossier Cover Sheet is available on the DOF website. Use the dossier template also available at that site.
- Additions or changes to the dossier: Additions or changes to the dossier after initial submission may occur at any level of the review and evaluation process. If a candidate adds an addendum (refer to details on page 1) to their file related to their CV (i.e., notification of a paper accepted for publication; a research proposal accepted for funding; etc.), place this information, in item 2 in front of the original CV (and after the acknowledgement).
- Item 3: Candidate's list and verification of what he/she has submitted to the departmental review committee. (Example attached: Last, First - Verification of Contents Statement)
- Once the candidate submits materials, the department should review documents for errors before sending them to the Dean's office. Once the department has reviewed and corrected errors you can send them to the Dean's office for one last review before sending to the department committees to review.
- Items 4-7: Authorship of the departmental evaluations of quality of teaching, research, service, and other relevant activities must be clear, and should be signed by the author/s (all committee members do not need to sign the peer evaluation reports). (Format example attached: DEPT - Dept Committee Reports)
- Item 8: Materials should be placed in the following order:
    1. *External Reviewers Chart*
    2. One sample solicitation letter marked as 'SAMPLE'
    3. Name, contact information and a **brief** (1 paragraph) summary bio for each external reviewer placed in alphabetical order. This includes all individuals who were requested and either denied or had no response. (Example attached: Last, First - External Reviewers Bios)
    4. Letters from the external reviewers placed in alphabetical order
    5. List of peer departments and the basis for the selection (if required)

Compilation of the required electronic files and file naming conventions:

- Use the dossier template provided by the DOF, which has pre-defined names for the bookmarks. Note that the College Committee Report and Dean's Recommendation will be added by the college.
- Please name the required electronic T&P files as follows:
    o The complete dossier: [Last Name, First Name - Dossier] or "Doe, John - Dossier"
    o Candidate's CV: [Last Name, First Name - CV] or "Doe, John – CV"
    o MS Word version of candidate's biography table: [Last Name, First Name – Faculty Biography] or "Doe, John – Faculty Biography"
    o MS Word version of candidate's summary data table: [Last Name, First Name – Faculty Summary Data] or "Doe, John – Faculty Summary Data"

- MS Word version of candidate's tenure table (if applicable): [Last Name, First Name – Faculty Tenure Table] or "Doe, John – Faculty Tenure Table"
- Excel version of the tenure and promotion college chart: [Dept four letter abbreviation] – P&T Chart or "EAHR – P&T Chart"
- Excel version of the grants chart: [Last Name, First Name - Grants Chart] or "Doe, John - Grants Chart"
- Excel version of the external reviewers chart: [Last Name, First Name – External Reviewers Chart] or "Doe, John - External Reviewers Chart"
- Digital 'head shot' of candidate; must be at least 300 dpi: [Last Name, First Name – Photograph] or "Doe, John - Photograph"
- Excel version of the student course evaluations chart: [Last Name, First Name - Student Evaluations Chart] or "Doe, John - Student Evaluations Chart"

Additional information:

- Page numbers should be used to maintain proper order of the document (such as the candidate's CV, etc.).
- The Dean's Office should be contacted for questions regarding the management and structure of the document.
- Please submit the required electronic files (as described above) on your department share drive. Please do not make paper copies until the Dean's Office has had the chance to review the electronic files (this will help minimize errors when sending packets back for corrections).
- Once corrections are approved, make 3 hard copies (no staples and no back to back). Please make sure to use number tab dividers (you can pick them up in the Dean's Office if you do not have any.
- Your share drive should only have the following documents in one folder:
    - Doe, John – CV
    - Doe, John – Dossier
    - Doe, John – External Reviewers Chart
    - Doe, John – Faculty Biography
    - Doe, John – Faculty Summary Data
    - Doe, John – Faculty Tenure Table (if applicable)
    - Doe, John – Grants Chart
    - Doe, John – Photograph
    - Doe, John – Student Evaluations Chart
    - You will email the College Chart "EAHR – P&T Chart" to Jaime Andres R. (jandres@tamu.edu)