

# **Format for the Promotion Dossier, College of Arts & Sciences**

This guideline has been developed to provide all participants with a clear and common format for all elements of the Ohio University College of Arts & Sciences Promotion Dossier.

All materials (forms, scans, original WP documents, etc.) should be included into the appropriate sections/sub-sections and labeled exactly as below. All materials should be uploaded as a single PDF file to OneDrive by the department chair (access will be provided by A&S near the end of fall semester).

When constructing the dossier, if a document is temporarily unavailable (e.g., chair letter, committee letter, etc.) please leave a titled place-holder page in the document. Missing sections can be inserted later.

Sections of the dossier include:

## **Section One — Introductory Documents**

1. Review form for promotion and/or tenure (signature sheet)
2. College Dean Letter
3. College promotion and tenure committee letter (optional, if applicable)
4. Chair Letter

The Chair should provide a complete and incisive letter evaluating the candidate's professional progress and prospects. Address standards of teaching and scholarship in the department and assess the venues in which the candidate's work has appeared. Describe any special considerations with respect to teaching or scholarship in the candidate's field. Indicate how the candidate fulfills the promotion and tenure criteria of both the department and the college. Note any department-wide votes, indicating pro, con, and abstention numbers.

5. Department promotion and tenure committee Letter. This letter should indicate the committee membership and vote tally. The letter should be signed by the committee chair.
6. Regional campus dean non-decision, input letter (if appropriate)
7. Annual evaluations by chair, departmental promotion and tenure progress letters.
8. Copy of the faculty member's Tenure-Track offer/appointment letter (most recent if it was ever modified)

## **Section Two — Promotion Summary Documents**

1. Table of Contents (TOC, should contain hyperlinks to all subsequent sections and subsections) NOTE: If using CAS template, only change text color from green to black; do not change wording or fonts as that may cause the TOC not to link properly.

2. Academic Preparation.

List institutions, dates of study, and degrees awarded. Also list post-doctoral awards, residencies, and other post-graduate study, whether leading to a degree or not.

3. Professional Experience

Note teaching positions and/or other professional experience (in reverse chronological order beginning with most recent); specify dates. Indicate date of last promotion, if applicable.

4. Instruction and Advising

a. Teaching Load - List of courses taught over past three years (include teaching assignment changes)

b. Teaching Effectiveness - Evidence of course organization, presentation and requirements.

i. Evidence of course organization, presentation, and requirements (e.g., one or two syllabi)

ii. Student evaluation results/reports with one or two sets of course evaluations: Summarize in a table the overall instructor rating for each course taught during the past 5 years. Please provide the scale used. Provide any explanations you deem necessary for your numerical evaluations. Choose one or two class sections that you have during the previous 5 years and provide the full class climate survey.

iii. Teaching awards and recognition

iv. Selection for teaching in special programs

v. Participation, as a student, in teaching enhancement programs (professional development activities specifically relating to teaching (conferences, workshops, etc.)

vi. Other evidence of teaching effectiveness (e.g., peer evaluation letters of your teaching from at least two faculty members).

c. Interdisciplinary Teaching: list of interdisciplinary activities related to teaching (if relevant).

d. Advising and Supervision Activities (Indicate the number of students you regularly advise. Detail any significant experiences directing independent study, working with Honors Tutorial students, participating in Education Abroad programs, and participating in summer programs involving students. Detail any noteworthy experiences offering students personal counseling or assisting in Student Affairs activities).

e. Professional Associations

5. Committees and Service (Department, College, University, Professional, Community)
6. Interdisciplinary Contributions
7. Other Factors

### **Section Three — CV and Promotional Guidelines**

1. Current, complete CV
2. Department/School/Campus P&T guidelines.
3. College/RHE P&T guidelines (A&S guidelines here).

### **Section Four — Additional CAS Core Documents**

1. Statement on Teaching  
Provide a reflective statement (no more than 2-3 pages) describing your goals for student learning, methods you use to help you achieve your student learning goals, and how you know your goals are being met (what sort of assessment tools do you use, and why?).
2. Additional Evidence of Teaching Effectiveness  
Selected from the following categories, including a brief statement (1-3 sentences) for each item addressing why the document was selected. Please limit this section to 25 pages and do not repeat items that have been presented in other sections.
  - A package of materials that gives reviewers a good understanding of one representative course, which may include the following items: syllabus, (0-3) sample handouts, (0-3) exams, (0-3) excerpts of edited student papers (NOTE: Any student work provided in your dossier must either have the expressed written consent of the student or have their name/ID redacted from the document).
  - Unsolicited testimonial letters from colleagues. These can be classroom observations, course reviews, or statements detailing assessments of teaching materials and preparation of students for higher-level courses (0-3 letters).
  - Unsolicited testimonial letters from students (0-3 letters).
  - Statement on the development of new courses and programs (0-1 page).
  - Statement on innovative teaching (technological or pedagogical), e.g., flipped classroom, experiential learning, hyflex teaching (0-1 page).
  - Statements detailing the careers of eminent advisees and graduates (0-1 page).

### **Section Five — Ancillary Materials**

Include all additional materials that you feel relevant to your case for promotion in this section.