# Section One - Introductory Documents

## 1. Review form for promotion and/or tenure

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Add the signature sheet in the space directly below, then delete this comment. If relevant, enter To Be Added Later.

## 2. Letter from college dean or executive dean of regional campus

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Add letter regarding merit of the P&T proposal in the space directly below, then delete this comment.. If relevant, enter To Be Added Later.

## 3. Recommendation of the Chair/Director

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The Chair/Director 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. If relevant, enter To Be Added Later.

## 4. Recommendation of the department/program promotion and tenure committee

[Table of Contents](#Table_of_Contents)

Provide a copy of the letter of recommendation of the department’s/program’s promotion and tenure committee. This letter should indicate the committee vote. Normally, the chair of the committee should sign this letter. If relevant, enter “To Be Added Later”.

## 5. Chair's/Director’s annual evaluation letters

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Add any promotion and tenure progress letters in the space directly below. If relevant, enter To Be Added Later.

## 6. Copy of the faculty member's Group I offer/appointment letter

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Add the most recent letter if it was ever modified, in the space directly below. If relevant, enter To Be Added Later.

#

# Section Two - Promotion/Tenure Summary Documents

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[3. Recommendation of the Chair/Director](#_Toc480358928)

[4. Recommendation of the department/program promotion and tenure committee](#_Toc480358929)

[5. Chair's/Director’s annual evaluation letters](#_Toc480358930)

[6. Copy of the faculty member's Group I offer/appointment letter](#_Toc480358931)

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[e. Unfunded grant proposals (internal or external)](#_Toc480358952)

[f. Theses and dissertations directed](#_Toc480358953)

[g. Other significant writings (e.g., programmatic proposal)](#_Toc480358954)

[6. Professional Associations](#_Toc480358955)

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## 2. Academic Preparation

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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. If relevant, enter To Be Added Later.

## 3. Professional Experience

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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. Teaching and Advising

### a. Teaching Load

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List courses taught over the past five years. Note any changes in teaching assignments. Add your own table in the space between these comments, and then delete the comments.

Your content will look like the example below. You can copy / paste the example into the space above and replace the entries with your own information. Delete the example table when you are finished.

| Term and Year | Course | Enrollment |
| --- | --- | --- |
| Fall 2008-2009 | ENG 153: Writing Read: Special Topics | 19 |
| ENG 308J: Writing & Rhetoric II | 19 |
| Winter 2009 | ENG 151: Writing & Rhetoric I | 18 |
| ENG 308J: Writing & Rhetoric II | 16 |
| Spring 2009 | ENG 153: Writing Read: Special Topics | 20 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Fall 2009-2010 | ENG 151: Writing & Rhetoric I | 19 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Winter 2010 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Spring 2010 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 20 |
| Summer 2010 | ENG 308J: Writing & Rhetoric II Online | 19 |
| Fall 2010-2011 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 18 |
| Winter 2011 | ENG 151: Writing & Rhetoric I | 19 |
| ENG 308J: Writing & Rhetoric II | 19 |
| Spring 2011 | ENG 151: Writing & Rhetoric I | 20 |
| ENG 308J: Writing & Rhetoric II | 16 |
| Fall 2011-2012 | ENG 308J: Writing and Rhetoric II Online | 17 |
| ENG 308J: Writing and Rhetoric II Online | 19 |
| Winter 2012 | ENG 151: Writing and Rhetoric I | 20 |
| ENG 308J: Writing and Rhetoric II | 18 |
| Spring 2012 | ENG 151: Writing and Rhetoric I | 20 |
| ENG 308J: Writing and Rhetoric II Online | 19 |
| Fall 2012-2013 | ENG 1510: Writing and Rhetoric I | 20 |
| ENG 1510: Writing and Rhetoric I | 20 |
| Spring 2013 | ENG 1510: Writing and Rhetoric I | 19 |
| ENG 3080J: Writing and Rhetoric II Online | 19 |
| Fall 2013-2014 | ENG 3080J: Writing and Rhetoric II Online | 22 |
| ENG 3080J: Writing and Rhetoric II Online | 22 |
| ENG 3080J: Writing and Rhetoric II (RN to BSN) | 18 |
| Spring 2014 | ENG 3080J: Writing and Rhetoric II Online | 22 |
| ENG 3080J: Writing and Rhetoric II Online | 22 |
| ENG 3080J: Writing and Rhetoric II (RN to BSN) | 22 |

###

### b. Teaching Effectiveness

Evidence of course organization, presentation, and requirements.

#### I. Table of overall instructor ratings

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Summarize in a table the overall instructor rating (Question 7 or 13 of the CAS form, or, the Global Index as provided by Class Climate Survey System) for each course taught during the past 5 years. Please provide the scale used and indicate the low/high value. You are strongly encouraged to present the data in tabular form using the model provided in Appendix 1 at the end of this document. Provide any explanations you deem necessary for your numerical evaluations. Choose one class that you have taught multiple times (three or more) over the previous 5 years and provide copies of actual student comments for all sections. You may also provide copies of the comments for other courses in the appendix. It is not necessary to provide comments for all classes. If possible, include a comparison with average student evaluations for all instructors of similar courses in the department.

Your content will look like the example below (a Model for Data Presentation of Evidence of Effectiveness). You can copy / paste the example into the space above and replace the entries with your own information. Delete the example table when you are finished.

| Course | Term | OverallInstructorRatingMean | Mean forSame or SimilarCourses (all otherinstructors) | Number of CoursesUsed for CalculatingMean |
| --- | --- | --- | --- | --- |
| OUST 1000 | Spring 2012-13 | 4.55 | 4.19 | 6 |
| OUST 4/5230 | Spring 2012-13 | 4.82 | 4.02 | 8 |
| OUST 2970T | Fall 2012-13 | NA | NA | NA |
| OUST 2220 | Fall 2012-13 | 4.63 | 4.09 | 13 |
| OUST 153 | Summer 2011-12 | 4.76 | 4.15 | 3 |
| OUST 3/533 | Spring 2011-12 | 4.80 | 4.53 | 2 |
| OUST 201 | Spring 2011-12 | 4.17 | 4.45 | 12 |
| OUST 688 | Winter 2011-12 | 4.85 | 4.21 | 4 |
| OUST 4/547 | Winter 2011-12 | 4.71 | 4.35 | 6 |
| OUST 201 | Fall 2011-12 | 4.69 | 3.71 | 7 |
| OUST 110 | Fall 2011-12 | 4.68 | 4.12 | 10 |
| OUST 599 | Summer 2010-11 | NA | NA | NA |
| OUST 153 | Spring 2010-11 | 4.74 | 3.72 | 7 |
| OUST 201 | Spring 2010-11 | 4.67 | 4.77 | 15 |
| OUST 3/533 | Winter 2010-11 | 4.78 | 4.56 | 2 |
| OUST 688 | Winter 2010-11 | 4.66 | 4.13 | 5 |
| OUST 201 | Fall 2010-11 | 4.21 | 4.00 | 12 |
| OUST 101 | Fall 2010-11 | 4.15 | 3.85 | 10 |
| OUST 234 | Spring 2009-10 | 4.48 | 4.14 | 9 |
| OUST 233 | Spring 2009-10 | 4.56 | 4.01 | 3 |
| OUST 3/533 | Winter 2009-10 | 4.50 | 4.50 | 1 |
| OUST 4/547 | Winter 2009-10 | 4.59 | 4.00 | 6 |
| OUST 110 | Fall 2009-10 | 4.52 | 4.18 | 11 |
| OUST 101 | Fall 2009-10 | 3.99 | 4.22 | 9 |
| OUST 153 | Summer 2009-10 | 4.44 | 4.55 | 2 |
| OUST 3/533 | Spring 2008-09 | 4.30 | 3.68 | 3 |
| OUST 153 | Spring 2008-09 | 4.63 | 4.27 | 8 |
| OUST 298T | Winter 2008-09 | NA | NA | NA |
| OUST 4/547 | Winter 2008-09 | 4.53 | 4.55 | 5 |
| OUST 110 | Fall 2008-09 | 4.20 | 4.35 | 9 |
| OUST 101 | Fall 2008-09 | 4.00 | 4.19 | 10 |
| Scale is 1.00 (Low) to 5.00 (High) |

#### II. Teaching awards and recognition

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Add your content directly in the space directly below, then when you are finished, delete this comment.

#### III. Selection for teaching in special programs

[Table of Contents](#Table_of_Contents)

Special programs could include Themes, Scholars Program, etc. Add your content directly in the space directly below, then when you are finished, delete this comment.

#### IV. Professional development activities

[Table of Contents](#Table_of_Contents)

These activities should relate specifically to teaching (conferences, workshops, etc.). Add your content directly in the space directly below, then when you are finished, delete this comment.

#### V. Peer evaluation letters

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Provide peer evaluations of your teaching from at least two faculty members in your department. Please provide these evaluations regardless of whether the promotion is to associate professor or to professor.

###

### c. Interdisciplinary Teaching

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— List of interdisciplinary activities related to teaching (if relevant). Add your content directly in the space directly below, then when you are finished, delete this comment. If you have no content, say Not Applicable.

###

### d. Advising and Supervision

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Indicate the number of undergraduate and graduate students you regularly advise. Indicate the number of thesis and dissertation committees you have chaired and served on. Detail any significant experiences supervising laboratory and field work, directing independent study and undergraduate research experiences, working with Honors Tutorial students, participating in Education Abroad programs, participating in summer programs involving students, and mentoring graduate students. Detail any noteworthy experiences offering students personal counseling or assisting in Student Affairs activities. Add your content directly in the space directly below, then when you are finished, delete this comment.

## 5. Research and Scholarly Accomplishments

### a. Articles in professional journals

Provide the complete name of the journal, the year, volume, and pages of the publication. Clearly indicate whether publications are published in refereed professional journals; non-refereed journals; internal agency reports; internal company reports; consulting reports; newspapers and newsletters; other publications. List separately any book reviews. Delete this comment when finished.

*i. published, sole author*

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List refereed journal articles in print in reverse chronological order. List abstracts similarly and separately from articles.

a. Articles in professional journals

*ii. published, co-authored*

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In co-authored publications, list authors in publication order. Clearly indicate your contribution to the publication. Please note any publications co-authored with students by an asterisk (\*) next to the name(s).

a. Articles in professional journals

*iii. in press or accepted*

[Table of Contents](#Table_of_Contents)

List separately any publications in press or accepted for publication. (You must also provide documentation for any item of this type). Do not include publications submitted and under review or publications in preparation.

### b. Other publications and presentations

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Add your content directly in the space directly below, then when you are finished, delete this comment.

### c. Books or portions of books

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Add your content directly in the space directly below, then when you are finished, delete this comment.

### d. Funded grants and contracts (internal and external)

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Add your content directly in the space directly below, then when you are finished, delete this comment.

### e. Unfunded grant proposals (internal or external)

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### f. Theses and dissertations directed

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### g. Other significant writings (e.g., programmatic proposal)

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 6. Professional Associations

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

## 7. Committees and Service

### a. Department

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Add your content directly in the space directly below, then when you are finished, delete this comment.

### b. College

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### c. University

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### d. Professional

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment.

### e. Community

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Add your content directly in the space directly below, then when you are finished, delete this comment.

## 8. Interdisciplinary Contributions

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These should be contributions other than teaching. Add your content directly in the space directly below, then when you are finished, delete this comment.

## 9. Other Factors

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Add your content directly in the space directly below, then when you are finished, delete this comment.

# Section Three – External Review

## 1. External Review Process

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Why were these particular external reviewers chosen? How were they contacted? What were they sent to review?

## 2. External reviewers' letters

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Add a short biographical sketch preceding each. Do NOT include their curriculum vitas.

# Section Four – Curriculum Vitae and Promotion and Tenure Guidelines

## 1. Curriculum Vitae

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Add a current, comprehensive CV directly in the space directly below. If it is a PDF, convert it first to a Word document (see the Method instructions). When you are finished, delete this comment.

## 2. Department/School/Campus promotion and tenure guidelines

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Add your content directly in the space directly below, then when you are finished, delete this comment. These must be in Word format (see the Method instructions).

## 3. College/RHE promotion and tenure guidelines

[Table of Contents](#Table_of_Contents)

Add your content directly in the space directly below, then when you are finished, delete this comment. These must be in Word format (see the Method instructions).

# Section Five – Additional CAS Core Documents

## 1. Statement on Teaching

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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?). Add your content directly in the space directly below, then when you are finished, delete this comment.

.

2. Additional Evidence of Teaching Effectiveness

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Provide a table of contents listing the selected additional evidence of teaching effectiveness, including a brief statement (1-3 sentences) for each item addressing why the particular document was selected.

* Sample syllabi, handouts, examinations, corrected 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). One or two examples, perhaps one undergraduate course and one graduate course, are sufficient.
* Statements detailing assessments of teaching materials and preparation of students for higher-level courses.
* Unsolicited testimonial letters from colleagues. (No more than five. Place others in an appendix.)
* Statements detailing the careers of eminent advisees and graduates.
* Any other appropriate evidence of effective teaching and mentoring.

If you have kept a teaching portfolio, include those materials in an appendix. Add your content directly in the space directly below, then when you are finished, delete this comment.

## 3. Statement on Nature and Significance of Scholarship

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Using language accessible to non-specialists in your field, provide a statement explaining the nature and significance of your accomplishments to date in research or creative activity. Indicate the fit of your research within the larger disciplinary context. Briefly describe the nature of the journals or other venues in which your publications appear. Describe forthcoming scholarship and new research areas you intend to develop. Indicate any citation data or reviews of your publications. Include copies of publications as part of ancillary materials. Add your content directly in the space directly below, then when you are finished, delete this comment.

#

# Section Six – Ancillary Materials (Appendices)

Include all additional materials that you feel relevant to your case for promotion and tenure in this section. This may include PDFs of research articles, a large external grant currently pending, student or colleague testimonials, teaching portfolios, etc.

Provide a table of contents for all materials included as ancillary materials in appendices. If the material is lengthy, consider using a link to an external source instead of including all the content here.

## Table of Appendices

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

[Appendix 2](#Appendix_2)

Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

[Appendix 3](#Appendix_3)

Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

[Appendix 4](#Appendix_4)

Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

[Appendix 5](#Appendix_5)

Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

### Appendix 1

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

Add your content directly in the space directly below, then when you are finished, delete this comment.

### Appendix 2

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

Add your content directly in the space directly below, then when you are finished, delete this comment.

### Appendix 3

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

Add your content directly in the space directly below, then when you are finished, delete this comment.

### Appendix 4

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

Add your content directly in the space directly below, then when you are finished, delete this comment.

### Appendix 5

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Add a TITLE and a brief description in the line following. Enter “Not Applicable” if this appendix is not needed, then delete this comment. Don’t delete the whole entry.

Add your content directly in the space directly below, then when you are finished, delete this comment.