

The committee recommends that:

- 1) The membership of the review panels will be made public to the candidate, but the panel summaries are to remain confidential. In accord with the policy on Page 15 and 16 of the Promotion and Tenure Guidelines, the Dean will provide the committee's determination to the candidate in a timely fashion. Specifically, the candidate will be told if the overall vote was positive or negative, and the general tenor of the discussion.
- 2) The letters to reviewers are to be standardized. A draft of the letters for promotion to Full Professor is attached. It can be modified to suit cases for promotion to Associate Professor.
- 3) The candidate is encouraged to prepare reports on citations and quality of journal with the help of the Dean's staff. This can be included as part of the Personal Statement
- 4) The number of publications circulated to the committee and external reviews is to be limited to ten. Publications which are available in electronic form can be included in the list of ten. For items which are not available in electronic form, either scans of hardcopy materials can be made or the candidate may provide at least 12 copies to the Dean for mailing to the reviewers. All other publications and dossier materials will be distributed electronically to the external reviewers.
- 5) The candidate will provide items #7-13, listed below, for the Provost's review, including a maximum of ten publications. Items 10 and 13 can be included as part of the personal statement. It is also recommended that the quality of journals and conferences (by impact factor or acceptance rate) be listed with the citation information. The Dean's staff will assist candidates in preparing the personal statement and any supporting documents. **Any other material for review, including more detailed teaching summaries, should be included in a separate binder(s), with the understanding that it will not be forwarded to external reviewers or to the Provost for review.**

Material to be included in Promotion/Tenure Dossiers
(For Provost's Review)

1. Recommendation letter from the Dean
2. Second Tier Panel Recommendation Letter
w/list of faculty members who participated and the signed ballot sheet
3. Promotion and Tenure Committee (First Tier Panel Members)
Recommendation Letter -- w/list of faculty and the signed ballot sheet
4. Letters from external evaluators with Bios
5. Peer Review of Teaching reports (all years)
6. Annual Review Letters from the Dean
(for Dean/Provost Review ONLY)
- *7. Curriculum Vitae
List of Research projects in vitae must include amounts of grants
- *8. Personal Statement
- *9. Teaching Evaluations (summary pages only)
- *10. Classes Taught w/Number of Students Enrolled
- *11. Miscellaneous Letters/Other Supporting Documentation
- *12. Sample Publications (Maximum of 10)
- *13. Citations
14. Employee Record

* to be provided by the candidate