

## Primary Dossier for Career Instructional Faculty Promotion Review

DATE: DEPARTMENT/UNIT:  
CANDIDATE: DEAN/VICE PRESIDENT:  
UO ID (95#): DEPARTMENT/UNIT HEAD or DIRECTOR:  
CURRENT RANK: YEAR PROMOTED (OR HIRED) INTO  
PROMOTION TO: CURRENT RANK:  
SCHOOL/COLLEGE:

### Checklist of Items for Dossier:

External Review Letters Log (if applicable)	Awards
Internal Review Letters Log (if applicable)	Student Experiences of Teaching Report (Cognos)
Promotion Eligibility Worksheet	Peer Reviews of Teaching
Department or Unit Promotion Criteria (link only)	Student Mentorship List
Dean's or Vice President's or Vice Provost's Evaluation and Recommendation	Professional Development Activities and Service (if applicable)
Department or Unit Head or Center Director's Evaluation and Recommendation	Scholarship, Research, or Creative Activity (if applicable)
Unit Personnel Committee Evaluation and Recommendation, with voting summary	Letter of Waiver: Full, Partial, Non-Waiver
Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation (if applicable)	Conditions of Appointment
Curriculum Vitae	
Candidate Statement	

**IF APPLICABLE: Internal Evaluations**

<b>Name of Reviewer</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Proposed by Candidate</b>
<b>Requested by Department/Unit (include declinations):</b>			
<b>Requested by Dean/Vice President:</b>			
<b>Letters Not Solicited by Department/Unit or Dean/Vice President</b>			

**IF APPLICABLE: External Evaluations**

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
<b>Requested by Department/Unit:</b>			
<b>Requested by Dean/Vice President:</b>			
<b>Letters Not Solicited by Department/Unit or Dean/Vice President:</b>			

## REQUIRED

### Promotion Eligibility Worksheet

- [Career faculty promotion eligibility forms](#)

Fill out the appropriate eligibility form and attach it here (HR must sign off): 9-month faculty, 12-month faculty, or Law faculty.

[Eligibility for career faculty promotion](#) requires 6 years of service at UO after having been hired or promoted into their current position. If the candidate is under consideration for earlier promotion, the offer letter showing years of credit should be included in the conditions of employment section. Contact the VPAA ([VPAA@uoregon.edu](mailto:VPAA@uoregon.edu)) if there is any question about eligibility.

## REQUIRED

### Department or Unit Promotion Criteria

- [Department or unit policies](#)
- If a direct link to the correct criteria is not possible, provide a full copy of the promotion policy here.

## REQUIRED

### Dean's or Vice President's or Vice Provost's Evaluation and Recommendation

#### [CBA Article 19, Section 19](#)

- Summary of school/college process, evaluation, and independent recommendation. This may be brief. Please do not repeat other reports.
- Signed and dated
- If the faculty member has provided a written response to the evaluation and recommendation, include it here.

## **REQUIRED**

### **Department or Unit Head or Center Director's Evaluation and Recommendation**

- Summary of unit process, evaluation, and independent recommendation (see department head report template). Please do not repeat material from the unit personnel committee unless it is necessary to do so for clarity.
- Signed and dated

**REQUIRED**

**Unit Personnel Committee Evaluation and Recommendation**

- 3-page/900-word limit recommended
- Signed and dated by all committee members
- Provide the voting summary:

**Voting Summary**

	Number of eligible voters	Yes	No	Abstain	Recuse	Absent
Unit Personnel Committee						
Unit Eligible Faculty (if applicable)						

Abstain: Participated in the process and chose not to vote  
Recuse: Not allowed to vote (conflict of interest, voted at another review level, etc.)  
Absent: Self-explanatory

All eligible voters are expected to participate. Explain all abstentions and recusals in the Comments section below.

Comments:



**IF APPLICABLE**

**Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation**

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports unless it is necessary to do so for clarity.
- Signed and dated

**REQUIRED**  
**Curriculum Vitae**

A comprehensive and current curriculum vitae: please review the Office of the Provost's CV template.

- For the benefit of reviewers, indicate accomplishments that occurred during the review period with **yellow highlighting**.
- Signed and dated

For candidates whose position includes research:

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Identify whether publications are peer reviewed or not peer reviewed.

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of dossier readers, please explain the convention of the candidate's scholarship/creative discipline. **Choose one:**

- Authors listed by effort, with highest effort author first and proceeding linearly
- Authors listed alphabetically
- It's complicated, explanation included.

Explanation:

**REQUIRED**  
**Candidate Statement**

The statement should expressly address the subjects of teaching, scholarship/creative activity (appropriate to job description); service and professional development contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

Include a description of scholarship/creative activity only if relevant to the position.

- **Must not exceed 6 pages.** A maximum of 3 pages is recommended.
- Signed and dated

## **IF APPLICABLE**

### **Awards**

This section is optional if the candidate has already listed awards in the CV or statement. If there are no awards, leave the page blank.

Awards should identify applicable information including the awarding organization (internal/external), title, duration of award period, and amount, if carrying a monetary component

- Teaching awards
- Research awards
- Service/Administration awards
- Other awards

## **REQUIRED**

### **Student Experiences of Teaching (Cognos)**

#### **Student Experiences of Teaching Report (SETR)**

This report is a combined version of what used to be the Teaching Detail Report and the Teaching Overview Report. Access the SETR via:

[Cognos.uoregon.edu](http://Cognos.uoregon.edu) >

Team Content >

Departmental Folders >

Provost's Office >

Teaching Evaluation Reports >

Student Experiences of Teaching

Additional teaching data for years prior to 2019 (if the review period contains earlier years) should be included in the Supplementary Dossier.

## **REQUIRED**

### **Peer Reviews of Teaching**

- [Frequency of peer review information](#)
- Signed and dated by reviewer and candidate

The candidate should have one peer teaching review per review period. This suggests that at least one (preferably two) peer teaching evaluations are required for the promotion dossier.

**REQUIRED**  
**Student Mentorship**

This section is optional if the candidate has already listed student mentorship in the CV or statement.

- List all advisees at UO and external
  - PhD advisees
  - Master's thesis advisees
  - Postdoctoral scholar advisees
  - Undergraduate honors advisees
  - Other
- Include date, name, and title of the project supervised (if applicable)

**IF APPLICABLE**

(refer to unit policies and conditions of employment)

**Professional Development Activities & Service**

This section is optional if service and professional development activities are documented in the CV or statement.



## **OPTIONAL**

### **Scholarship, Research, or Creative Activity**

This section is not necessary if the career instructional faculty member does not have research/creative activity responsibilities.

## **REQUIRED**

### **Letter of Waiver: Full, Partial, or Non-Waiver**

- Signed and dated
- Indicate which waiver the candidate selected
  - Full
  - Partial
  - Non-Waiver
- If there are external reviewers, be careful to note the correct waiver in correspondence with the reviewers

## **REQUIRED**

### **Conditions of Appointment**

- Could include:
  - Position description
  - Offer letter or offer package documentation
  - Unit professional responsibilities policy (link)
  - Addenda (e.g., startup)
  - Extension to the tenure clock documentation
  - Faculty athletics representative appointment letter
  - MOUs
  - Documentation of FTE details or impacts on FTE
  - Note any unique or unusual expectations associated with the faculty member's appointment