

Review Dossier for Career Faculty Continuous Employment

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

Checklist of Items for Dossier:

Promotion Eligibility Worksheet	Candidate Statement
Department or Unit Promotion Criteria (link only)	Scholarship, Research, or Creative Activity Materials (if applicable)
Dean's/Vice President's/Vice Provost's Evaluation and Recommendation	Teaching Materials (if applicable)
Department/Unit Head/Center Director's Evaluation and Recommendation	Student Experiences of Teaching Report (Cognos, if applicable)
Unit Personnel Committee Evaluation and Recommendation (if applicable) with Voting Summary	Instructor Reflection Report (Cognos, if applicable, OPTIONAL)
Supervisor Letter of Evaluation and/or Internal Reviewer Letters (if applicable)	Peer Reviews of Teaching (if applicable)
Curriculum Vitae	Student Mentorship (if applicable)
	Service Materials (if applicable)
	DEI Materials (if applicable)
	Letter of Waiver: Full, Partial, Non-Waiver

IF APPLICABLE: Internal Evaluations

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

REQUIRED

Career Continuous Review Eligibility Worksheet

- [Office of the Provost career promotion eligibility](#)
- [Review guidance on Career Faculty Continuous Review processes](#)

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) if there is any question about eligibility.

REQUIRED

Department or Unit Promotion Criteria

- [Department or unit policies \(link only\)](#)
- For AY24-25, the department or unit policy for promotion to the highest rank of Career Faculty in relevant classification will govern the continuous employment review
- Election of criteria for review, if applicable

REQUIRED

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

- Summary recommendation. Please do not repeat prior reports.
- Signed and dated

[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. Please do not repeat the committee report.
- Signed and dated
- 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.

REQUIRED: IF APPLICABLE

**Department or Unit Personnel Committee Evaluation and Recommendation and/or
School/College Personnel Committee Evaluation and Recommendation**

- 3-page/900-word limit recommended
- Signed and dated by all committee members

Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Absent
Department/Unit Committee						

- 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

- Evaluation and independent recommendation
- Signed and dated
- 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

- Clearly differentiate between accomplishments that occurred during the review period and those that did not by using highlighted yellow.
- Identify whether publications are peer reviewed or not peer reviewed.
- Signed and dated

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. Examples include (**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 contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

- Should not exceed 3 pages
- Signed and dated

IF APPLICABLE

Research or Creative Activity Materials

If applicable to the job description, and if not already described in the CV and/or statement, the candidate may include additional documentation of research/creative works here. We encourage candidates to provide links instead of attaching individual documents in this section.

IF APPLICABLE

Teaching Materials

The candidate may wish to include additional documentation of teaching materials (beyond what is already in the CV and statement), such as representative course syllabi, list of courses developed, independent study courses supervised, and so on.

IF APPLICABLE

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](https://cognos.uoregon.edu) >

[Team Content](#) >

[Departmental Folders](#) >

[Provost's Office](#) >

[Teaching Evaluation Reports](#) >

[Student Experiences of Teaching](#)

IF APPLICABLE (OPTIONAL TO INCLUDE FOR TEACHING)
Instructor Reflection Report (Cognos)

IF APPLICABLE

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.

IF APPLICABLE

Student Mentorship

- 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

Service Materials

Service activity is usually documented in the CV or statement, but additional documentation can be provided here.

IF APPLICABLE

DEI Materials

Contributions to DEI may already be documented in the candidate's statement or CV, so this section is optional.

REQUIRED

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

- Signed and dated
- Indicate which waiver the candidate selected
 - Full
 - Partial
 - Non-Waiver