

Primary Dossier for Career Research 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)

Candidate Statement

Internal Review Letters Log (if applicable)

Awards

Promotion Eligibility Worksheet

Research Materials

Department or Unit Promotion Criteria (link only)

Student Experiences of Teaching Report (Cognos), if applicable

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

Peer Review(s) of Teaching (if applicable)

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

Student Mentorship (if applicable)

Unit Personnel Committee Evaluation and Recommendation, with voting summary

Professional Development Activities and Service (if applicable)

Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation (if applicable)

Letter of Waiver: Full, Partial, Non-Waiver

Curriculum Vitae

Conditions of Appointment

REQUIRED
Promotion Eligibility Worksheet

- [Career faculty promotion and eligibility forms](#)

Fill out the appropriate eligibility form and attach it here (HR will need to review it): 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](#)
- 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 unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated
- If the faculty member provided a 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 recommended limit
- Signed and dated by all committee members
- Provide the committee’s voting summary:

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

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- 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
- 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. 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 (if applicable), scholarship/creative activity (appropriate to job description); service contributions (if applicable) to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

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

IF APPLICABLE

Awards

If no awards, please leave 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

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](#)

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

IF APPLICABLE

Peer Reviews of Teaching

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

If the candidate's appointment includes teaching, at least one peer teaching evaluation is required.

IF APPLICABLE

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 candidate's conditions of employment)

Professional Development Activities & Service

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

REQUIRED
Scholarship Activity

The candidate may choose to:

- * include copies of publications and other documentation in this section,
- * provide a list in this section of links to accessible publications,
- * or simply refer to links provided in the CV (if all research is documented in full there).

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