

Dossier for TTF Midterm Review

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

Checklist of Items for Dossier:

Voting Summary

Department or Unit Midterm Review
Criteria (link is sufficient)

Dean's Report & Renewal
Recommendation

Department or Unit Head's Evaluation &
Recommendation

Department or Unit Personnel Committee
Report

Curriculum Vitae

Candidate Statement

Scholarship or Creative Activity
Documentation

Teaching Documentation (e.g. syllabi)

Student Experiences of Teaching Report
(Cognos)

Peer Teaching Evaluations

Instructor Reflection Report (OPTIONAL)

Service Documentation (OPTIONAL)

DEI Documentation (OPTIONAL)

Conditions of Employment (e.g. offer
letter)

Voting Summary

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

Leave blank if not applicable. All eligible faculty members are expected to participate in the vote. Explain all abstentions and recusals in the Comments section below.

Abstain: Participated in the process and chose not to vote

Recuse: Not allowed to vote (conflict of interest, already voted at another level of the review, etc.)

Absent: Self-explanatory

Comments:

REQUIRED

Department or Unit Midterm Review Criteria

- Department/Unit Policies (a link to the policy is sufficient)
- Election of criteria, if applicable

REQUIRED

Dean's Report & Renewal Recommendation

- Brief summary of process, evaluation, and independent recommendation. It is not necessary to repeat material from other reports.
- Signed and dated

REQUIRED

Department or Unit Head's Evaluation & Recommendation

- Summary of department/unit process, evaluation, and independent recommendation. Please see instructions on the OtP guides/forms/templates webpage (*Department Head Midterm Review Report Template*).
- Signed and dated

REQUIRED

Department or Unit Personnel Committee Report

- Signed and dated by all committee members

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 yellow highlighting
- Identify whether publications are peer reviewed or not peer reviewed.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.

REQUIRED
Candidate Statement

The statement should expressly address the subjects of teaching, scholarship/creative activity; service contributions to the academic department/unit, center/institute, school/college, university, and the profession; and contributions to diversity, equity, and inclusion.

- Recommended length is 3 pages. Must not exceed 6 pages
- Signed and dated

REQUIRED

Scholarship or Creative Activity Materials

Include either a list with links to materials or provide copies of the materials in this section.

OPTIONAL

Teaching Materials

In this section, the candidate may provide supporting documentation (that is not already in the CV or statement) such as sample syllabi.

REQUIRED

Student Experiences of Teaching Report (Cognos)

The Student Experiences of Teaching Report can be accessed by academic unit managers through:

cognos.uoregon.edu >

Team Content >

Departmental Folders >

Provost's Office >

Teaching Evaluation Reports >

Student Experiences of Teaching.

Include all terms/semesters that fall within the designated review period.

REQUIRED

Peer Teaching Evaluation

- One (or more) peer teaching evaluations are necessary for the midterm review.
- Signed and dated by reviewer and candidate

OPTIONAL
Instructor Reflection Report(s)

OPTIONAL

Service Documentation

For material not already documented in the CV or statement.

OPTIONAL

Contributions to DEI Documentation

For material not already documented in the CV or statement.

REQUIRED

Conditions of Appointment

- Could include:
 - **Offer letter** or package documentation
 - Addenda (e.g., startup)
 - Extension to the tenure clock documentation
 - MOUs
 - Documentation of FTE details or impacts on FTE