

Supplementary Dossier for TTF Promotion to Full Professor

Items in this dossier are often optional and up to the discretion of the faculty member. The faculty member will tell the staff member which section to put the supplementary materials in. Refer faculty members with questions to the VPAA: vpaa@uoregon.edu.

CANDIDATE:

SCHOOL/COLLEGE, DEPARTMENT/UNIT:

Checklist of Items for Supplementary Dossier:

Publications or creative activity materials

Teaching materials

Instructor Reflection Report (optional)

Service materials (optional)

DEI materials (optional)

External reviewer CVs (if provided)

Scholarship or Creative Activity Materials

Add any published materials or other documentation that the faculty wants to make available for reviewers. The faculty member may also want to provide copies of works in progress.

Tip: It may be possible for the faculty member to provide working links (links accessible to all reviewers – including external reviewers) to publications in their CV or on a cover page here, rather than attaching pdfs. This works well if there is only ONE place for reviewers to go to access copies of publications. If some publications are linked in one spot and provided in another, reviewers might miss some of the material. In that case it is best to stick to the traditional method of including everything here in the supplementary dossier.

Supplementary Teaching Materials

The faculty member may choose to provide more detailed documentation of their teaching activity here (copies of representative syllabi, etc.). Optional.

Note: If the review period extends prior to 2019, provide the pre-2019 student survey data here (required).

Access the pre-2019 Student Comment Report via Eval25, accessed via duckweb.

From the DuckWeb Information System, select Course Surveys >

Open the Course Survey Site >

Reports > Report Browser >

Select Instruction and all courses in the review window >

Create Batch File >

Click Batch Reports >

Select "Pre-2019 Student Comment Report" as the Report

These [linked instructions provide screenshots](#) to assist you.

Instructor Reflection Report (optional)

The instructor reflection report is optional and can be accessed by academic unit staff through cognos.uoregon.edu, Team Content > Departmental Folders > Provost's Office > Teaching Evaluation Reports.

Supplementary Service Materials (optional)

This section is optional, as service accomplishments are usually documented in the CV and/or statement.

DEI Materials (optional)

This section is optional, as contributions to DEI are usually documented in the CV and/or statement.

External Reviewer Curriculum Vitae

The [CBA \(Appendix 3\)](#) requires external reviewer CVs to be included here in the supplementary dossier if provided by the reviewer. Bio sketches are suitable for reviewers who do not provide CVs.