

Review Dossier for Career Faculty Continuous Employment

Checklist:

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

Items for Dossier:

Promotion Eligibility Worksheet	Scholarship or Research or Creative Activity Portfolio (if applicable)
Department or Unit Promotion Criteria (link only)	Teaching Portfolio (if applicable)
Dean's or Vice President's or Vice Provost's Evaluation and Recommendation	Teaching Overview Report (Cognos, if applicable)
Department or Unit Head or Center Director's Evaluation and Recommendation	Teaching Detail Report (Cognos, E-SES; if applicable)
Department or Unit Personnel Committee Evaluation and Recommendation and/or School/College Personnel Committee Evaluation and Recommendation (if applicable)	Instructor Reflection Report (Cognos, if applicable, OPTIONAL to include)
Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation (if applicable)	Peer Reviews of Teaching (if applicable)
Curriculum Vitae	Student Mentorship (if applicable)
Candidate Statement	Service Portfolio (if applicable)
	DEI Portfolio (if applicable)
	CVs of External Reviewers (if applicable)
	Letter of Waiver: Full, Partial, Non-Waiver

REQUIRED

Promotion Eligibility Worksheet

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

REQUIRED

Department or Unit Promotion Criteria

- [Department or unit policies \(link only\)](#)
- For AY23-24, 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 or Vice Provost's Evaluation and Recommendation

- Summary of unit process, evaluation, and independent recommendation.
Please do not repeat other reports.
- Signed and dated (digital or physical)

REQUIRED

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

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated by all committee members (digital or physical)

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
- Signed and dated by all committee members (digital or physical)

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 (digital or physical)

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 (digital or physical)

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:

- 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 (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.

- Must not exceed 2-3 pages
- Signed and dated (digital or physical)

IF APPLICABLE
Scholarship or Creative Activity Portfolio

IF APPLICABLE
Teaching Portfolio

IF APPLICABLE
Teaching Overview Report (Cognos)

IF APPLICABLE

Teaching Detail Report (Cognos, E-SES, OPTIONAL to include)

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

IF APPLICABLE

Peer Reviews of Teaching

- One peer review of teaching per appointment period
- Signed and dated by reviewer and candidate (digital or physical)

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 Portfolio

IF APPLICABLE

Contributions to DEI Portfolio

- Contributions to DEI may, alternatively, be included in the candidate's statement

IF APPLICABLE

Curriculum Vitae of External Reviewers

- Provide CVs for all External Reviewers

REQUIRED

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

- Signed and dated (digital or physical)
- 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 them