

Primary Dossier for TTF Promotion and Tenure

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

Checklist of Items for Primary Dossier:

External Review Letters Log

Internal Review Letters Log (if applicable)

Voting Summary

Department or Unit Promotion and Tenure Review Criteria

Dean's Evaluation and Recommendation

School or College Personnel Committee Report and Recommendation

Department or Unit Head's Evaluation and Recommendation

Department or Unit Personnel Committee Report

External Review Letters and Supporting Documentation

Curriculum Vitae

Awards

Candidate Statement

Student Experiences of Teaching Report (Cognos)

Candidate Teaching History

Peer Reviews of Teaching

Student Mentorship

Letter of Waiver: Full, Partial, Non-Waiver

Conditions of appointment

Results of midterm review

Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Absent
School/College/Center FPC						
Department/Unit Faculty						
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

Not all levels of voting will be applicable—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.

Comments:

REQUIRED

Department or Unit Promotion and Tenure Criteria

- Department/Unit Policy
- Election of criteria, if applicable

Link to the promotion and tenure criteria the candidate has elected. If a direct link to the right criteria is not possible, provide a full copy of the promotion and tenure policy here.

REQUIRED

Dean's Evaluation and Recommendation

- 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 dean's report, include it here after the dean's report.

REQUIRED

School or College Personnel Committee Report and Recommendation

- Signed and dated by all committee members
- Avoid repeating material from prior review reports

REQUIRED

Department or Unit Head's Evaluation and Recommendation

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat material from the unit personnel committee unless it is necessary to do so for clarity.
- Signed and dated

REQUIRED

Department or Unit Personnel Committee Report

- Signed and dated by all committee members

REQUIRED

External Review Letters and Supporting Documentation

Provide these materials in the order indicated.

- Communications with external reviewers (one example of each)
 - Templated “Initial Informal Inquiry”
 - Templated “Official Request to Review”
 - Templated “Thank You Email/Letter”
- List of materials sent to reviewers: Your “official request to review” from above should show that the following materials were sent to external reviewers:
 - Candidate’s signed and dated candidate statement
 - Candidate’s signed and dated CV
 - Department or unit promotion and tenure policy that the candidate has elected
 - List of scholarship or creative activity examples chosen by the faculty member, with titles (links) of each item
- Biographical sketches of reviewers
 - Must include name, title, and institution; brief comments establishing standing in the field; whether or not proposed by the candidate. Include explicit comments on relationship to the candidate. (See optional biographical sketch template.)
- External review letters
- Internal review letters (if applicable)
- Declinations to review (required by CBA Appendix 3)

REQUIRED
Curriculum Vitae

A comprehensive and current curriculum vitae: Please ensure the candidate reviews and follows the Office of the Provost's CV template.

- Signed and dated

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of reviewers, please explain the author listing convention in the candidate's discipline. **Choose one:**

Authors listed by effort, with highest effort author first and proceeding linearly

Authors listed alphabetically

It's complicated -- explanation included.

Explanation:

Awards

This section is optional if the candidate has already listed awards in the CV or statement. If there are no awards, leave the page 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

REQUIRED
Candidate Statement

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

- **Must not exceed 6 pages**
- Signed and dated

REQUIRED

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 >

[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

Candidate Teaching History

If the candidate has not already provided a list of courses taught (listed year by year) during the review period in their CV, please include the Candidate Teaching History here.

This form is especially important for documentation of course releases each year from reduced teaching loads specified in their offer of appointment, buyouts, leaves, sabbaticals, and administrative appointments.

REQUIRED

Peer Reviews of Teaching

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

REQUIRED, if not already included on CV

Student Mentorship

- List all advisees at UO and external during the review period
 - PhD advisees
 - Master's thesis advisees
 - Postdoctoral scholar advisees
 - Undergraduate honors advisees
 - Other
- Include date, name, and title of the project supervised (if applicable)

REQUIRED

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

- Signed and dated
- Indicate which waiver the candidate selected
 - Full
 - Partial
 - Non-Waiver
- Be careful to note correct waiver in correspondence with all external reviewers

REQUIRED

Conditions of Appointment

- Could include:
 - Offer letter or offer package documentation
 - Position description
 - 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

[CBA Appendix 3](#): Describe any unique or unusual expectations associated with the faculty member's appointment.

RESULTS OF PRIOR MIDTERM REVIEW

- Provost's notification letter and dean's summary are sufficient
- Required by [CBA Article 20](#)