

Primary Dossier for TTF Promotion to Full Professor

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

Checklist of Items for Primary Dossier:

External Review Letters Log	Student Experiences of Teaching Report (Cognos)
Internal Review Letters Log	Candidate Teaching History
Voting Summary	Peer Reviews of Teaching
Department or Unit Promotion to Full Criteria	Student Mentorship
Dean's Evaluation and Recommendation	Letter of Waiver
School or College Personnel Committee Report and Recommendation	PTR Results
Department or Unit Head's Evaluation and Recommendation	Conditions of Appointment
Department or Unit Personnel Committee Report	Sabbatical Report (if applicable)
External Review Letters and Supporting Documentation	
Curriculum Vitae	
Awards	
Candidate Statement	

Voting Summary

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

Not all levels of voting will be applicable—leave blank if not applicable. All eligible voters 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, voted at another level of review, etc.)

Absent: Self-explanatory

Comments:

REQUIRED

Department or Unit Promotion to Full Criteria

- Department/Unit Policies (link only)
- Election of criteria, if applicable

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

REQUIRED

Dean's Evaluation and Recommendation

- Brief summary of school/college process, evaluation, and independent recommendation. 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

REQUIRED

Department or Unit Head's Evaluation and Recommendation

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- 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” noted 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
 - List of publications or creative activity examples chosen by the faculty member, with titles (links) of each item
- Biographical sketches of reviewers (can use optional biosketch template)
 - 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.
- 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 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 for work produced during the review period.
- 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 reviewers, **please explain the author listing convention of 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.

Awards (if applicable)

This section is not necessary if the candidate has already listed awards in the CV or statement. If there are no awards, leave this 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 teaching, scholarship/creative activity; 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 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 buyouts, leaves, sabbaticals, and administrative appointments.

REQUIRED

Peer Reviews of Teaching

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

REQUIRED

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)

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

Results of Previous Post-Tenure Reviews

- Provost's notification letter and dean's summary are sufficient
- Results of PTRs within the review period
- Required by [CBA Article 20](#)

REQUIRED

Conditions of Appointment

- Could include:
 - Original offer letter or offer package documentation
 - Position description
 - Unit professional responsibilities policy (link)
 - Addenda (e.g., startup)
 - tenure-clock extension documentation
 - MOUs
 - Documentation of FTE details or impacts on FTE

IF APPLICABLE
Sabbatical Report