

## **AddRan College Tenure and Promotion File Format**

Each candidate for tenure or promotion will compile one comprehensive file in an online Box folder that will be provided by the Dean's Office. This folder will be presented for examination by relevant people in the Department, the College Advisory Committee, the Dean, and those above. Contents listed below should be uploaded into the corresponding sub-folders within the Box folder. Each Box folder will be made available for the College and University Councils involved in recommendations to review.

### Contents of Box folder:

1. Dean's Recommendation. *This will be uploaded by the Dean's Office after the candidate's and college level reviewer's access to the folder has been removed.*
2. College Level Recommendations - Chair and the Department Advisory Committee and/or tenured faculty. The Chair evaluation will be available for review by the tenured faculty and members of the Department Advisory Committee. *Recommendations will be uploaded to the folder after the candidate's access to the folder has been removed.*
3. Department Statement of Tenure and Promotion Criteria
4. For tenure, Annual Tenure Review Letters. For promotion to full professor, five-year Professional Development Review Letters
5. External Review Letters
  - a. Three to five evaluative letters from scholars outside of TCU. Letters will be solicited by the department from a prioritized list provided half by the Chair and half by the candidate. (Please see guidelines for external evaluation letters.) *External review letters will be uploaded to the folder after the candidate's access to the folder has been removed.*
6. Vita (Reference TCU Vita Format)
7. Personal Statement
  - a. Candidates must include a summary statement describing instructional, scholarly and creative activities, and service contributions. The statement should provide context and coherence for the other materials in the dossier. This statement also provides the candidate with an opportunity to express, in their own words, why s/he is deserving of tenure and/or promotion. This statement should not exceed two pages.

8. Evidence of Teaching Accomplishments

- a. Listing of all courses taught with dates, including independent readings, dissertation or thesis, and number of students enrolled; must note all team-taught courses.
- b. Evidence of teaching as prescribed by the Department Statement of Tenure and Promotion Criteria, e.g., peer reviews.
- c. SPOT Scores.

9. Evidence of Creative Activity (Scholarship, Research, and Performance)

- a. Cover page of each publication (for journals, include the editorial page of the journal) or acceptance letter. If the publications are in a non-English language, this material must be accompanied by a translation. Other materials relevant to evaluation of research and consistent with Departmental Statement of Tenure and Promotion Criteria may be included.
- b. Maximum of 500 word statement of future research plans and his/her connection to previous work.
- c. If the candidate has a number of co-authored publications, s/he should explain their contribution to the final product. Similarly, if the candidate has listed second editions of previous publications, s/he should address how the second edition has been changed and what the changes entailed.
- d. Listing of external grants and contracts.

10. Evidence of Service Accomplishments

- a. Supporting materials that are consistent with Departmental Statement of Tenure and Promotion Criteria may be included.

11. Student Interaction

- a. Supporting materials showing records of academic advising, participation in extra-curricular activities, and mentoring.

12. Professional Development

- a. Supporting materials showing records of any activities or courses that have been pursued to remain abreast of new, relevant professional knowledge and skills related to the candidate's field.

13. Professional Ethics

- a. All faculty are expected to conduct themselves in accord with the Statement on Professional Ethics included in the *Handbook for Faculty & Staff*. Please make a clear statement on your observance of the Professional Ethics requirement. You may also make a note to refer to your personal statement if you have already provided this there.

14. List of Additional Materials Available

- a. Listing of original copies of books, articles, grants, and other materials relevant to the tenure or promotion process. These items should be maintained in the Department Office and made available should the Dean, Provost, or members of the College or University Faculty Advisory Councils wish to consult them.