

## GUIDELINES FOR PROMOTION/TENURE DOSSIERS - COLLEGE OF ARTS & SCIENCES

Candidates for Promotion/Tenure in the College should compile their documents for either category in two portfolios:

- I. Portfolio I to contain color coded forms with limited amount of support material:
  - a. Invitation to apply for P/T
  - b. Procedural forms (P/T committee, Dean, VPAA recommendations)
  - c. Applicant's narrative statement (Data Sheet 2)
  - d. Workload reports for relevant period (D.S. 3)
  - e. Recommendation of Chair/Director. *NOTE:* this has especial relevance for research/creative areas and should conform closely to the adopted policy (2.3.10.13) "Responsibilities of the Department in the Promotion and Tenure Procedures."
    - \* If there is an extra-university review of expertise in research, it should be placed after the Chair/Director recommendation.
  - f. All SAI's for the relevant period. Only the numeric records should be included.

Narrative statements from SAI's should be readily available from a central area in the applicant's department.

Peer statements should also be available within the department central area.
  - g. All FAE's for the relevant period
  - h. A listing of service activities

This portfolio is to be read by the entire College P/T Committee.

*NOTE:* "Relevant period" in items **f** and **g** above = for a person applying for promotion, only those documents dated since prior promotion at ETSU.

If there is evidence of negative vote, the Committee shall also read Portfolio II - The Appendix.

- II. Portfolio II (Appendix). This second portfolio may include any/all of the following:
  - a. Abstracts of publications (one page or less) \*\*
  - b. Abstracts of papers delivered at professional meetings (200-word limit) \*\*
  - c. Syllabuses from a variety of courses at various levels
  - d. Letters from committee/task force chairs concerning the applicant's service on such bodies
  - e. Other materials relevant to service in and outside of the university community.
  - f. No more than five unsolicited student comments

This portfolio is to be read by the committee member responsible for presenting the applicant's dossier and record to the entire Committee.

\*\* Full copies of publications, papers, monographs, and other research data are to be readily available from a central area within the applicant's department or division.

The Council strongly recommends that Institutional Research prepare a graphic representation of SAI data. This can be a more efficient representation than the raw data now provide.

*NOTE:* The following, which provide bulk but little else, should not be included in either portfolio:

- "Thank you" notes
- Plastic covers for enclosures
- Duplicates of any item
- Certificates for workshops, continuing education courses, etc.
- Publications not related to the applicants area(s) of expertise