

## **College of Human Environmental Sciences Dossier Preparation Guidelines**

**Unit:** College of Human Environmental Sciences

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**Contact:** Jeannine Lawrence

**Title:** Senior Associate Dean

### **I. Overview**

The College of Human Environmental Sciences (CHES) uses Faculty Success as the digital platform for hosting and reviewing the dossiers of faculty candidates with research responsibilities who are seeking review for the purpose of retention, or who are seeking promotion, and/or tenure (RPT) at The University of Alabama. For the purpose of this document, faculty members seeking to be retained, promoted, and/or tenured will be referred to as “candidates”. This document is intended to provide guidance with regards to dossier preparation, but is not considered comprehensive. Should the candidate have any questions or need additional guidance, please consult with your department chair.

The primary responsibility for preparing a dossier rests with the faculty candidate, but the department chair will provide appropriate assistance upon request. The candidate should follow departmental, college, and university guidelines in the development and submission of their dossiers for evaluation. Completed dossiers should be submitted through Faculty Success for review by the appropriate deadline. Please refer to the College of Human Environmental Sciences Promotion and Tenure Process document for details on timelines and review steps.

### **II. Guidelines for Submitted Materials**

#### **A. Application Letter for Retention, Promotion, and/or Tenure Review**

The candidate should provide an application letter summarizing their contributions to teaching, research, and service. This letter should highlight evidence that demonstrates progress toward, and supports candidacy for, promotion and/or tenure in the areas of teaching, research, and service. The application letter should be 3 to 5 single-spaced pages, with a minimum of one page each dedicated to teaching/mentoring, research/scholarship, and service. Summarize accomplishments since the date of hire or promotion, including a clear discussion of accomplishments in the most recent year of review.

This application letter should be saved as a file using the following format: file name\_faculty last name\_year. For example, Application\_Letter\_Smith\_2023 and uploaded by the candidate to the Faculty Success workflow for submission by the dossier due date.

#### **B. Faculty Success Dossier information**

**Dates are important. Please include start/end dates for all activities (when relevant).**

**General Information** - Candidates should review and, where needed, correct the general information provided in their Faculty Success profile. In addition, candidates should complete, update, add, or delete entries to any of the sub-areas that might inform their candidacy. Areas that may not need changing year-to-year, but still need reviewed to ensure accuracy include:

- Personal and Contact Information
- Biography, Expertise, and Philosophies
- Administrative Assignments – if you have official Administrative effort assigned in your workload percentage, then you can send a write up of your administrative tasks (summarized, or reported annually) to Jeannine Lawrence to be uploaded on your behalf. If you do not have an official percent effort assigned to “Administration” then any administrative-type of work that you do should be documented under the appropriate Service category.
- Degrees
- Graduate/Post-graduate Training
- Workload Information - Should show your annual percent effort formally allocated to each type of effort (teaching, research, service, administrative). If this is blank or incorrect, let your chair know and they can get it corrected.

Areas that could need updating year-to-year, depending on your activities, could include:

- Awards and Honors
- Consulting
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearance and Interviews
- Professional Memberships

### **Teaching/Mentoring –**

The successful candidate must present clear evidence of quality instructional performance and effectiveness; with each candidate’s record being sufficient to demonstrate continuing and substantial progress toward, or establishment of, an outstanding level of performance as appropriate to their rank. This should include evidence of effective performance by the candidate in the classroom and/or other instructional settings and evidence of the degree of the candidate’s commitment to instructional excellence.

Factors to be evaluated include Student Opinions of Instruction (SOI) regarding the candidate’s instructional performance, together with the students’ opinions concerning the quality of the course. Evidence could also include work done to improve the quality of the instructional programs in one’s academic area; contributions such as improving upon course materials; developing effective instructional aids; developing new courses or programs; peer teaching evaluations; strengthening the content of existing courses; preparing useful and current course syllabi; and/or providing curricular and instructional leadership to external agencies. Moreover, evidence may include any work that offers model or exemplary

practices in the candidate's field setting that influences curriculum decisions beyond the University and that brings general recognition of exceptional teaching to the University.

Candidates should document the quality and effectiveness of classroom instruction and student mentoring within Faculty Success. Entries that are auto-populated (e.g., Scheduled Teaching, Student Opinions of Instruction) should be closely reviewed for accuracy. If an error is found it should be immediately communicated to the Department chair or the Faculty Success liaison.

- Directed Student Learning – enter any thesis or dissertation students here. Make certain to identify your role on their committee as well as including start and end dates.
- Mentoring – will include any mentoring that is not for a class or as a thesis or dissertation. This could include mentoring students in your lab (not for course credit), supervising students in a volunteer activity, etc.
- Non-credit Instruction – Guest lectures, workshops, seminars, teaching continuing education courses for professionals. (Note – the latter could instead go under Service, just be consistent and don't double enter an activity in both places.)
- Teaching Innovation and Curriculum Development – could include new course development (either face-to-face or online for distance learning), significant revision of an existing course (not simply updating lectures or exams), or the development and implementation of an innovative teaching method.

### **Research and Scholarship –**

The successful candidate must present a strong, continuing record of productive research, publication, and scholarly achievement appropriate to the discipline and field of specialization. This record must be sufficient in both quantity and quality to demonstrate substantial progress toward, or establishment of, an outstanding level of performance as appropriate to their rank.

Candidates have many ways to demonstrate a strong, continuing record of productive research, publication, creative activity, grant activity, and scholarly achievement. It is the candidate's responsibility to document the quality and quantity of their research/scholarship efforts in Faculty Success.

Entries should be filled out completely to provide the most accurate and comprehensive information, including dates. Entries that are auto-populated (e.g., Contracts, Grants, and Sponsored Research in Cayuse) should be closely reviewed for accuracy and completeness. If an error is found it should be immediately communicated to the Department chair or the Faculty Success liaison.

- Contracts, Grants, Fellowships, and Sponsored Research – reflect items that go through the Office of Sponsored Programs. Should reflect ALL external grant activity. Will reflect some internal activity. Ex – ORED SGP awards are included here, but CHES Crenshaw awards are not and should therefore be entered in the “Contracts, Grants, Fellowships, and Sponsored research (not through OSP)” section. Check your OSP section (in FS and Cayuse) often and regularly. Errors take time to get corrected, but this is one of the most important sections of your report. Cayuse only updates into FS periodically, so missing information may populate on the next scheduled import.
- Contracts, Grants, Fellowships, and Sponsored Research (not through OSP) – is entered

by the candidate and reflects funding received that has not gone through OSP. (Note – this should be a rarity.) Be certain to attach all relevant documents needed for the reviewers to verify the extent of the award, such as award letters, grant proposals, etc.

- Intellectual Property – includes patents and product licensing. They should go through the Office for Innovation and Commercialization but the candidate is responsible for entering the final information into Faculty Success. Be certain to attach supporting documentation in your entry.
- Presentations – include posters, abstracts, panels, oral presentations, etc. Be certain to check the “peer-reviewed” box (if applicable) and attach a copy of your presentation/abstract materials. Date of publication/presentation is very important.
- Publications – Critical components when entering publications include
  - 1) entering the date of publication,
  - 2) denoting whether it is a peer-reviewed manuscript (or not), and
  - 3) attaching a pdf the published article.

You do not need to hand-enter an abstract. If a student was a co-author on a publication, be certain to denote that when entering authorship. Additionally, if you were senior or anchor author on a publication, be certain to denote this.

- Research Activity – this is a category that is not often used as most projects will already be reflected under grant activity, publications, or other categories. This could be a space to enter (for example) a research project that is not funded and also has not yet produced a presentation or publication. However, once a publication or presentation results from the work, be sure to enter the publication and then you can delete the entry under Research Activity (to avoid duplicate reporting).

**Service** – The successful candidate must present evidence of a continuing record of service/academic citizenship appropriate to the candidate’s area of expertise and rank. These activities are designed to support the values and strategic goals of the college and institution, enhance the professional discipline of the candidates’ respective fields, and positively affect the broader community. The service record of a faculty member should reveal a consistent pattern of responsible citizenship, both within the university community and externally, and demonstrate advancing activities, responsibility, and/or leadership as appropriate to their rank.

The absence of a continuing record of service/academic citizenship on the candidate’s part detracts from what otherwise may be a strong set of qualifications for promotion. Similarly, a pattern of continual lack of collegiality will be a factor in promotion decisions

Candidates should document responsible academic citizenship and service to their profession within Faculty Success. Examples given below are not a comprehensive listing of all options. When possible, candidates should provide specific dates or details of the activity provided, not broad generalizations.

- University – Program/Department/College/University – Ex: serving on a faculty search committee, serving on Faculty Senate, etc. Use discretion, not everything we do is officially “service”. It should be an activity that provides some support or service, not “attended Spring faculty meeting”. Make sure you indicate your role, when relevant –

member, chair, etc.

- Professional – Ex: serving on a committee in your professional organization (make sure you indicate your role), serving on a board of advisors for another university or foundation, and/or reviewing for a professional journal. Note – when using manuscript reviewing as a demonstration of professional service, do not enter this as a broad statement i.e. “Review for *Journal XYZ* 2-5 times per year”. Instead, be specific. Each manuscript review should be its own entry, giving the journal title, article title, and date range of review (this range should include the times needed re-review when applicable. Do not enter second reviews of the same manuscript submission separately.)
- Public – this can be the most challenging area to quantify. Broadly speaking, it includes service to the public entity that utilizes your professional field of practice or is based on your university role. For example – if a faculty member’s area of expertise is in financial planning, then volunteering to assist older adults in assessing their assets and planning for their short-term and long-term financial goals would count as public service. However, if that same faculty member participated in a mission trip to build homes in an area that had recently experienced a natural disaster, then that activity (while respected) would not be considered public service for the purposes of faculty evaluation and should not be entered in Faculty Success.

### **Finalizing the Dossier for Submission:**

It is recommended that the candidate -

- Start working on your dossier early. It always takes longer than you would expect to get everything entered accurately and completely.
- Seek advice from tenured colleagues.
- Consult the departmental, college, and university guidance documents.
- Work with your chairperson prior to the deadline to determine adequacy of dossier materials.
- Confirm the accuracy of all materials prior to the deadline.

Checking your Faculty Success report – it is each candidate’s responsibility to ensure that all information is entered correctly, is not duplicated within their dossier, and shows up in the CHES Vita correctly. To review the report that the College uses for dossier review:

- Go under your “Activities” tab in Faculty Success.
- Once you are on that screen, click “Rapid Reports” in the upper right-hand corner.
- From the Report drop down, choose CHES Vita.
- For P&T purposes - Plug in your start date at UA, and your end date or current date as the date of submission.
- Then click “Run Report.”

Prior to submitting your dossier for review, please click the “Refresh report” to update your CHES CV document and ensure that any changes you have made are reflected in your final submission.

