College of Human Environmental Sciences

Dossier Guidelines for Preparation of Promotion & Tenure

The primary responsibility for preparing a promotion and/or tenure dossier rests with the candidate, but the department chairperson will provide appropriate assistance upon request. Following university protocols, completed files for annual reviews should be forwarded to the department chairperson for approval of the format and review no later than September 1st. For first year reviews, completed files should be sent to the department chair for approval of format and review no later than January 15th. The department chairperson, upon receipt of each completed dossier, may add any additional information that he or she considers to be relevant. In the event information is added, the department chairperson shall inform the candidate, and the candidate shall have the right to add explanatory or rebuttal material unless the additions are external letters of review that the candidate has waived the right to view. After review of the dossier, the departmental chairperson will write a letter to Dean discussing the candidate’s progress toward promotion and tenure. The dossier shall then be transmitted to the dean, who will make the dossier available for viewing by the CHES Promotion and Tenure committee. Complete files should be transmitted to the CHES Promotion and Tenure Committee no later than September 15th for annual reviews or January 30th for first year reviews. No material can be included after the dossier is received by the Dean and Promotion and Tenure Committee unless the dean approves and reconvenes the committees to assess the new evidence. If the candidate wishes to add material after the dossier has been reviewed, he/she will need to write an amendment/rebuttal that is forwarded to the chair of the Promotion and Tenure committee for consideration. After review, the chair may forward the amendment/rebuttal to the Dean and then onto the committee.

The CHES Promotion and Tenure committee follow the guidelines in the Faculty Handbook when reviewing dossiers. The candidates are asked to read the University of Alabama’s Faculty Handbook pertaining to the appropriate section (i.e., promotion and/or tenure) to be informed of the university policy regarding application for promotion and/or tenure. The link to the UA’s guidelines for promotion can be located at:

http://www.facultyhandbook.ua.edu/iii-promotion.html

The link to the UA’s guidelines for tenure can be located at:

http://www.facultyhandbook.ua.edu/iv-awarding-tenure-to-probationary-faculty.html

** Please note that these links may change. Candidates are encouraged to search the UA website using the keywords “Faculty Handbook” to locate the most recent version if the links above are broken.

Approved 10/18/2013
Minimum Requirements for the Dossier

• The College of Human Environmental Sciences “Application for Promotion/Tenure or Probationary Review.” The application is located at: www.ches.ua.edu/faculty_services/promotion%20&%20tenure%20Application.htm

• All materials are to be submitted in the Promotion and Tenure Three-Ring Binder provided by the Dean’s Office.

General Considerations

• Start early.
• Seek advice from tenured colleagues.
• Work with your chairperson prior to the deadline to determine adequacy of materials.
• Organize your materials carefully according to the tabs of the notebook.
• Organize by content area.
• Within content area, organize with most recent items first.
College of Human Environmental Sciences  
*Dossier Guidelines for Preparation of Promotion & Tenure Application*

Please use the 3 ring binder supplied by the Dean’s office for your application materials. Only one binder can be submitted. Please use the tab format to organize materials for your review. Please ensure that you are using the most current application form and guidance.

**Letters (Tab)**

The following set of letters should be included under the letters tab in your 3 ring binder.

- Original letter of appointment and any other subsequent agreements
- Application Letter (see Attachment A)
- Organize the following recommendation letters by year
  - Recommendation from the Dean (leave space for most current to be inserted)
  - Recommendation from department chair (leave space for most current to be inserted)
  - Recommendation from CHES Promotion and Tenure Committee (leave space for most current to be inserted)
- At fifth year review, please include letters of recommendation by three external reviewers

**Application for Promotion and Tenure Review (Tab)**

The following materials should be included under the application for promotion and tenure review:

- Curriculum vita-comprehensive.
- CHES Application for Promotion/Tenure or Probationary Review (see Attachment B)
  - Please only list accomplishments since date of hire or promotion.
- Place the evidence to support your application into the following three tabs:
  - **Research and Scholarly Activities:** Provide evidence concerning the quality and quantity of productive research, publication, scholarly achievement, and creative activity.
  - **Teaching:** Provide evidence concerning the quality and effectiveness of instruction and learning outcomes including summary of student evaluations and learning outcomes matrix.
  - **Service:** Provide evidence concerning responsible academic citizenship.
- It is not necessary to include annual faculty activity reports.
Research and Scholarly Activities (Tab)

Under this tab, please provide the documentation that supports your research and scholarly activity for the promotion and tenure committee review.

Suggestions for Documentation of Scholarly Achievement/Creative Activity

The dossier should include these or other materials:
- A description of scholarly achievements and goals
- Peer-reviewed journal articles authored—include all authors (published, in review, in preparation)
  - Acceptance/rejection letters of journals where articles were submitted/published
- Books or book chapters authored
- Conference proceedings and types of presentations
- Funded research/extramural funding (copies of funded/pending/unfunded grants)

The dossier may also include these scholarly activities
- Copies of other scholarly achievement or creative activity—include all authors of each piece (published, in review, in preparation)
- Book/article editing
- Published book reviews or commentaries
- Position Papers
- Original software development for non-profit or for profit organizations
- Design Shows/exhibitions, juried art shows
- Encyclopedia entries
- Awards received

Teaching (Tab)

Under this tab, please provide the documentation that supports quality of instruction and mentoring for the promotion and tenure committee review.

Suggestions for Documentation of Quality of Instruction

- The dossier should be organized by class and term and include:
  - Syllabus
  - Learning Outcomes Matrix
  - followed by a copy of the Student Opinion of Instruction (SOI) (see application for instructions on completing the Learning Outcomes Matrix)
- Discussion of course innovations can be completed in the application (See Application)
- Solicited or unsolicited letters of support from students
- Awards received
Service (Tab)

Under this tab, please provide the documentation that supports quality of instruction and mentoring for the promotion and tenure committee review.

Suggestions for Documentation of Service or Academic Citizenship

Provide evidence of
• Departmental service such as advising
• College service such as committee work
• University service such as committee work
• Membership and leadership activities within international, national, state and local professional associations
• Scholarly service such as reviewing manuscripts, editorial boards, etc
Appendix A: Application Letter
Application Letter

Provide a statement describing your own evaluation of the relative strengths of your record in the areas of teaching, research, and service and designate for the committee which area(s) you consider to be those of greatest accomplishment. *Please limit your application letter to no more than three, double-spaced pages.*

______________________________
Signature of applicant  Date

Approved 10/18/2013
Appendix B: Application for Promotion/Tenure or Probationary Review
College of Human Environmental Sciences

Application for Promotion / Tenure or Probationary Review*

Name of candidate

Name of department

Type of review sought: (please check one)

(Please note: First Year Review due January 15; Subsequent Reviews due September 1)

___1st year Probationary Review; ___2nd year Probationary Review;
___3rd year Probationary Review; ___4th year Mandatory Retention Review;
___5th year Probationary Review; ___6th year Mandatory Promotion and Tenure Review

Initial rank/Date of appointment

Present rank/Date of appointment

Graduate faculty status/Date of appointment

Highest degree earned/Major field/institution where degree was earned

Other relevant training/Experience (List current position first)

*Indicate type of review sought

**In most cases materials to be included should be limited to those which represent accomplishments since appointment at the University of Alabama in the case of probationary review or tenure or over the last five to seven years in the case of promotion. All materials should be presented in chronological order, beginning with the most recent year.
I. RESEARCH & SCHOLARLY ACTIVITY

Place the evidence that supports your application under the Research and Scholarly Activity Tab of your dossier.

Publications:

- Refereed journal articles (include reprints as part of supporting evidence)

- Other publications of a scholarly nature (include reprints as part of supporting evidence)

Presentations:

- Research presentations
  - International
  - National
  - Regional
  - State

- Other presentations
  - International
  - National
  - Regional
  - State

Research in progress

Contract and grants submitted (indicate current status and include copy of proposal as part of the supporting evidence)

Consulting activity (if paid, indicate)

Creative activities:

- Juried shows
- Published works
II. TEACHING (at UA, last 5 years)

Place the evidence that supports your application under the Research and Scholarly Activity Tab of your dossier.

**Undergraduate:**
Courses taught (list by semester), enrollment, and credit hours (use tables)

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Course #/Title*</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Enrollment</th>
<th>Mean SOI** for instructor</th>
<th>Mean SOI** for course</th>
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*Assisted by Graduate Teaching Assistant

**Overall scores from Student Opinion of Instruction for instructor and overall course should be reported and documented.

Summarize student evaluations for each year during the past five years. Analyze the changes in the student evaluations (attach student evaluations)

Discuss innovations and improvements instituted.

**Graduate:**
Courses taught (list by semester), enrollment, and credit hours (use tables)

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<tr>
<th>Semester/Year</th>
<th>Course #/Title*</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Enrollment</th>
<th>Mean SOI** for instructor</th>
<th>Mean SOI** for course</th>
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*Assisted by Graduate Teaching Assistant

**Overall scores from Student Opinion of Instruction for instructor and overall course should be reported and documented.

Summarize student evaluations for each year during the past five years. Analyze the changes in the student evaluations (attach student evaluations)

Discuss innovations and improvements instituted.

**Mentorship of students:**

Masters' theses (indicate name of student, title of thesis, whether chair or committee member, and date completed)

Doctoral committee (indicate name of student, division, title of dissertation, completion date)
Learning Outcomes Matrix

Seek advice from department chair OR departmental assessment coordinator as you complete this table for each course you teach.

<table>
<thead>
<tr>
<th>Course</th>
<th>Student Learning Outcome</th>
<th>Assessment Measures</th>
<th>Performance Criteria</th>
<th>Results</th>
<th>Actions Taken</th>
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III. UNIVERSITY/PROFESSIONAL SERVICE (last 5 years)

National professional organizations, offices held or level of involvement (use tables)

National:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Year</th>
<th>Office/Service</th>
<th>Responsibilities and time spent</th>
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Regional professional organizations, offices held

State professional organizations, offices held

University committees

Other service to the university

Service to the college and department

Advising:

Number of undergraduate students receiving academic advising: ______

Number of graduate students receiving academic advising: ______

Other professional activities which contribute to one’s professional stature and to the university's mission

Awards and special recognition (if not specified earlier)
Appendix C: Forms to be Completed by the Dean
COLLEGE OF  (Division)

PROMOTION, TENURE, or RETENTION RECOMMENDATION SUMMARY

Name:       Date last rank change:

Department:      Date of Original Appointment:

Current Rank:

Department’s Vote:

Comments:

Action Recommended by Department Head:

Comments:

College Committee’s Vote:

Comments:

Dean’s Recommendation:

Comments:

Attachments:   Summary Cover Sheet
               Recommendation memo from dean to provost
               Application Letter from faculty
               Department Review committee’s Report (showing # of votes)
               Any Explanatory or Rebuttal Material
               Department Head’s Review
               Any Explanatory or Rebuttal Material
               College-Wide Review committee’s Report (showing # of votes)
               Any Explanatory or Rebuttal Material
               Current vita
               Summary of student evaluations
               Letters of support from external evaluators (up to 5)
               Original letter of appointment

Approved 10/18/2013