



Tenure - Track
Promotion



Standard Dossier Composition	
Table of Contents	
Cover Sheet	
	As provided by the Office of the Provost Faculty Affairs Dossier Cover Sheets
Workload Summary	
	Percent workload units assigned to scholarship, teaching, service, and administration. <i>This information will be provided by department chair. Candidate consulted.</i>
Midpoint Review	
	(as applicable) will be included in the dossier. Midpoint reviews are voluntary for promotion in rank to Professor (tenured) and for all promotions among non-tenure track faculty.
	Not to exceed 4 single-spaced pages Summary of scholarly achievements to support this promotion. Summary of teaching philosophy and success in student teaching and mentoring (if appropriate) to support this promotion. Summary of service at the department, college or university service to support this promotion, Any relevant works in progress and, Future plans for scholarship, teaching, and/or service.
Curriculum Vitae	
	DCHS Faculty 180 Vita DCHS Template until such time Faculty 180 is CV is operational
	<i>Included by the department chair</i> The department chair will include the appropriate form from the Office of the Provost
External Letters of Evaluation	
	<i>Included by the department chair</i>
Colleague Recommendations	
	<i>Included by the department chair</i> The department chair will provide the appropriate form from the Office of the Provost for colleague reviewers to complete.
Teaching Information	
	Summary table (using DCHS TEMPLATE) of each of the courses taught, include percent effort for the last five years or for years of service since last promotion. Brief summary of the following items as relevant: New course preparations, or significant revision of coursework Involvement in curricular developments across department, college or university Creative or innovative teaching development Resources sought out to improve teaching Evidence of teaching effectiveness (over the most recent 6 semesters). Evaluations of instruction with attention to objective data Chair review Peer-review
*Additional Items	Note that these items are also NOT included in dossier sent to the Office of the Provost
	Select copies of publications or creative works (5 maximum) Copies and/or notification of awards (those listed on the CV)

Evaluative Letters
External Reviewer

Evaluative Letters Internal