



PROMOTION & TENURE REVIEW

TABLE OF CONTENTS

1. Curriculum Vitae Section
 - a. CV (See SoE P&T Policy p.3 for required information for CV)
 - i. Cover page to CV should summarize your major accomplishments (see SoE FAQ)
2. Teaching Statement or Portfolio Section
 - a. Teaching Statement (recommended ~ 2 pages)
 - b. Teaching Record
 - i. Peer course/teaching reviews/evaluations
 1. Peer teaching evaluation for the most recent 3 years (SoE Requirement). SoE will focus on most recent 3 years; Academic Affairs guidelines request one per year (see SoE FAQ)
 2. Course-student evaluations to include:
 - a. Summary of Student Evaluations (use template table in the appendix of the Academic Affairs RPT Guidelines)
 3. Student Comments (combine into one PDF for each course). SoE will focus on most recent 3 years; Academic Affairs guidelines request one per year (see SoE FAQ)
 - c. Course Materials
 - i. Examples of original teaching materials from each unique course taught (no need to include materials from the same course taught over several semesters). See Academic Affairs RPT guidelines for naming convention for files.
3. Research/Creative Works Section
 - a. Research Statement (recommended ~ 2 pages)
4. Service Section
 - a. Service Record Statement

- b. Optional explanatory materials
5. Supplemental Materials
- a. Comprehensive List of contents of Supplemental Materials (signed by Department Chair)
 - b. List of at least 6 reviewers willing to serve as references for the candidate including a brief statement of qualifications for each.
 - c. Statement of Professional Aspirations for the next Decade (SoE Requirement)
 - d. Citations over a 5-year term, sum of citations for 3 most cited papers, and the sources of citations (SoE Requirement)
 - e. 5 most significant publications in the last 5 years (with brief summary) (SoE Requirement)
 - f. List of any unpublished material (can also be listed in CV)
 - g. Any additional materials you would like such as: Books; Articles; Research Grants; Reviews of grant proposals or manuscripts; Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc. See Academic Affairs RPT guidelines for more information.

Sections 9-14 are added to Dossier at Department or School Level. Not by Candidate.

6. Annual Reviews
- a. Chair's summary of candidate's annual reviews
 - b. Individual annual reviews from previous years (years prior to your P&T review or your mid-pro review, whichever is applicable)
7. External Reviews (List and Letters)
- a. List of reviewers who were contacted to provide letters of reference for the candidate along with: a brief statement of the reviewer's qualifications, whether the candidate or the department selected the particular reviewer, and the final



- outcome of the solicitation - provide a letter or declined (SoE and Provost Requirement - use template table in Academic Affairs RPT appendix)
 - b. External reviewer CV's (optional)
 - c. Letters (at least 6 letters; including at least 3 letters from reviewers whose names were not provided by the candidate)
8. Department Vote and Comments
- a. Report from Departmental P&T Committee
 - b. Summary of faculty vote
 - c. Individual department reviewer recommendation forms (using SoE template)
9. Department Chair Recommendation Letter
10. School Vote and Comments
- a. Summary of school committee vote
 - b. Committee report
11. Dean Recommendation
- a. Dean's recommendation letter