

## FORMAT FOR PRESENTATION OF TENURE AND PROMOTION MATERIALS

[Please note that, beginning in fall 2015, it will be possible to submit the tenure and promotion dossier **either** in electronic format **or** on paper. As of fall 2017, electronic submission will become mandatory.

**For instructions on electronic submission, please consult the “Procedures” section of the memorandum entitled “Electronic Submission of Tenure and Promotion Dossiers.”]**

The candidate is responsible for preparing Item 1 and Items 4 through 10, consulting with the chair of the department tenure and promotion committee and as necessary with the department chairperson, and taking into account any department guidelines for preparation of the tenure dossier. Items 2 and 3 will be added by the appropriate individuals or committee during the process. The candidate must submit two copies of the dossier (one of them an original) to the appropriate chair or committee, depending on approved department procedures. The department should add Item 3 before sending the dossiers to the appropriate dean. The dean will add Item 2 and submit the completed dossiers to the Provost/Academic Vice President. One copy of the dossier eventually will be returned to the candidate.

The binders in which the dossiers are to be presented will be provided by the Office of the Provost and Academic Vice President. Also, please use nothing less than a 12-pitch font for all items in the dossiers.

Questions about the preparation of tenure and promotion materials should be directed first to the chair of the department tenure and promotion committee and then to the appropriate dean.

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### *MATERIALS TO BE INCLUDED IN EACH DOSSIER IN THE FOLLOWING ORDER:*

1. Form with name, rank, years at John Carroll University, rank/tenure history, and action requested by this process. This form will be supplied by the Office of the Provost and Academic Vice President.
2. Recommendation of the Committee of Academic Deans (to be added later).
3. Recommendation and confirmation of a vote from the department tenure and promotion committee (whose members should be listed), including an evaluative statement detailing the candidate’s performance in the areas of teaching, scholarship and service, and the evidence to support the evaluation. Any evaluations of scholarship by external evaluators should be included here as well.
4. Table of Contents.
5. Candidate’s summary statement, including the rationale for the action being requested, as well as separate sections about Teaching Effectiveness, Research/Scholarship, and Service. The entire statement should comprise no more than ten to twelve pages.

6. Up-to-date and complete curriculum vitae. It should include separate sections on the candidate's educational background and academic degrees, professional employment, courses taught, publications, scholarly presentations, professional memberships, and awards and honors. For tenure candidates, publications and scholarly presentations recognized as occurring during the probationary period should be highlighted. For promotion candidates, publications and scholarly presentations to be considered as accomplishments since the last promotion should be highlighted.
7. Copy of department tenure policy and/or promotion policy.
8. Copies of all annual reviews of progress toward tenure (for tenure candidates).
9. Teaching load summary, including numbers of students, for the current semester and at least five preceding semesters; summary of advising activity.
10. Appendix. It should include supporting documentation for Teaching Effectiveness and Service; also, copies of books, published articles, reviews, syllabi, and a complete set of teaching evaluations since the Third-Year Review. Teaching evaluations should be accompanied by a summary and analysis of the data. (For promotion dossiers, only publications that have appeared since the last promotion, and only teaching evaluations for courses taught since the last promotion, should be included. Publications which have appeared since the last promotion but for which credit was taken for the last promotion should be excluded from the dossier.)

(Revised 05-27-15)