

## FORMAT FOR PRESENTATION OF TENURE AND PROMOTION MATERIALS

[As of fall 2017, electronic submission of tenure and promotion dossiers is mandatory. [Instructions on electronic submission](#) are sent to faculty members officially scheduled to go up for tenure by the Office of the Provost and Academic Vice President and are posted on the website of that office.]

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. As explained in the instructions on electronic submission of tenure/promotion dossiers, the candidate must submit to the department tenure-and-promotion committee not only an electronic dossier but also a paper copy that includes the basic components of the dossier. The department should add Item 3 to both versions of the dossier before sending them to the appropriate dean. The dean will add Item 2 and submit the completed dossiers to the Provost/Academic Vice President.

The binder in which the paper copy of the dossier is 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 expressly created for the dossier.

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. For tenure candidates or tenure/promotion candidates, this should be the department policy in effect at the point of hire. For candidates seeking only promotion, this should be the department policy in effect on October 1 of the semester in which the application for promotion is made, unless stated otherwise in the department's tenure-and-promotion documents.
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 07-15-18)