

**Non-Tenure Track  
Promotion**



**February 1**

Notify Department Chair and Chair of the Rank & Tenure Committee of intent to submit dossier for promotion by the October 1 deadline.



**April 1**

Submit at least 5 names each of external and internal (colleague) evaluators to department chairperson.



**October 1**

Promotion dossier due to R&T Committee. Department chairperson will include his/her review letter with all external/internal letters (as applicable). Original and 7 copies are submitted.



**November 1**

R&T Committee evaluations are due to the Dean.



**December 1**

Dossiers are due to the Office of the Provost.

**Tenure - Track  
Promotion**



**Tenure Only**

**One Year Prior to Submission Date**  
Tenure track faculty submit materials in the fall semester of their sixth year. All eligible faculty, his/her department chairperson and Chair of R&T Committee will be notified by the Dean's Office.



**Tenure Only**

**One Year Prior to Submission Date**  
Following consultation with department chairperson, faculty seeking consideration for tenure and promotion before the sixth year notifies Chair of R&T Committee copied to department chairperson.



**Promotion Only**

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Standard Dossier Composition	
<b>Table of Contents</b>	
<b>Cover Sheet</b>	
	<ul style="list-style-type: none"> <li>As provided by the Office of the Provost</li> <li>Faculty Affairs – Dossier Cover Sheets</li> </ul>
<b>Workload Summary</b>	
	<ul style="list-style-type: none"> <li>Percent workload units assigned to scholarship, teaching, service, and administration. <i>This information will be provided by department chair. Candidate consulted.</i></li> </ul>
<b>Midpoint Review</b>	
	<ul style="list-style-type: none"> <li>A copy of the DCHS Rank and Tenure Committee's 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.</li> </ul>
<b>Candidate's Personal Statement</b>	
	<ul style="list-style-type: none"> <li>Not to exceed 4 single-spaced pages</li> <li>Summary of scholarly achievements to support this promotion.</li> <li>Summary of teaching philosophy and success in student teaching and mentoring (if appropriate) to support this promotion.</li> <li>Summary of service at the department, college or university service to support this promotion,</li> <li>Any relevant works in progress and,</li> <li>Future plans for scholarship, teaching, and/or service.</li> </ul>
<b>Curriculum Vitae</b>	
	<ul style="list-style-type: none"> <li>DCHS Template on T:drive</li> </ul>
<b>Department Chair's Letter of Evaluation</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> <li>The department chair will include the appropriate form from the Office of the Provost</li> </ul>
<b>External Letters of Evaluation</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> </ul>
<b>Colleague Recommendations</b>	
	<ul style="list-style-type: none"> <li><i>Included by the department chair</i></li> <li>The department chair will provide the appropriate form from the Office of the Provost for colleague reviewers to complete.</li> </ul>
<b>Teaching Information</b>	
	<ul style="list-style-type: none"> <li>Summary table (using DCHS TEMPLATE Teaching Assignments) of each of the courses taught, include percent effort for the last five years or for years of service since last promotion.</li> <li>Evidence of teaching effectiveness (over the most recent 6 semesters; using DCHS TEMPLATE Teaching Effectiveness Data). <ul style="list-style-type: none"> <li>Evaluations of instruction with attention to objective data</li> <li>Chair review</li> <li>Peer-review</li> </ul> </li> </ul>
<b>Below are additional items that may be included to support your packet – Note that these items are NOT included in the dossier sent to the Office of the Provost</b>	
	<ul style="list-style-type: none"> <li>Select copies of publications or creative works (5 maximum)</li> <li>Copies and/or notification of awards (those listed on the CV)</li> </ul>

Rank	Evaluative Letters External Reviewer	Evaluative Letters Internal (Colleague) Reviewer
<b><i>Tenure Track/Tenured</i></b>		
Assistant Professor	2	2
Associate Professor	2	2
Professor	3	N/A (unless required for tenure)
<b><i>Non-Tenured</i></b>		
Assistant Professor	N/A	2
Associate Professor	2	2
Professor	3	2