

CHECKLIST FOR PROMOTION FOLDER OF _____

GENERAL INSTRUCTIONS

The Dean’s Office and the Provost’s Office have very limited space, and limited time, in which to review each dossier. The instructions below are meant to standardize each dossier’s presentation, therefore allowing for quicker review and easier delivery to other offices.

Please deliver the dossier(s) to the Dean’s Office in stackable cardboard boxes marked with the candidate’s name and the department.

NO STAPLES OR PAPER CLIPS.

Although all contributions and accomplishments of non-tenure track candidates should be evaluated where applicable, special emphasis is to be given to teaching performance and at least one other area of service.

The Distinguished Senior Lecturer title is reserved for individuals who have a sustained record of extraordinary service and performance and who have demonstrated exceptional teaching excellence.

Original of all of the below listed information submitted in the following manner:

_____ Original in a separate manila folder with tabs (i.e. Vita, Teaching, Publications, Advising, Service, Honors, Letters of Reference) secured with a binder clip at the top. Folder should be labeled “Original,” with the name of the candidate and the name of the department.

These items should be included at the front of the dossier in this order:

- _____ 1. Completed Recommendation for Change in Rank Form (downloaded from the Provost website at <http://www.utexas.edu/provost/policies/evaluation/tenure/rank.html>). The form should include the committee vote (i.e. promote to distinguished senior lecturer, split vote) and the chair’s vote (i.e. promote to distinguished senior lecturer). The SBS Executive Committee section should be left blank.
- _____ 2. Signed statement from the department chair on department letterhead. Must also contain information about the multi-year contract that will be offered if the candidate is promoted.
- _____ 3. Signed statement(s) from Director(s) of all departments/centers/programs with which the candidate maintains an affiliation (i.e. appointment, affiliation mentioned in chair’s letter, affiliation stated on the candidate’s vita or listed in a personal statement).

Tabbed Divisions:

VITA

- _____ **1. Vita**
 - _____ A. Pages in the C.V. are numbered.
 - _____ B. All degrees are listed with dates awarded.
 - _____ C. All professional appointments with dates of service.

- _____ D. Complete publication record, ordered by publication type.
 - _____ D1. Identify works appearing in refereed journals.
 - _____ D2. **If** research is one of the areas to be evaluated, all publications should be numbered.
- _____ E. All administrative, committee, and professional public service listed with dates of service.
- _____ F. All advising and related student service.

_____ **2. List of co-authored works appearing on candidate's CV compiled as a separate document**

- _____ A. On the separate document list the names of the co-authors in the order in which they appear on the CV, who they are in relation to candidate and their professional affiliation (i.e. professor, institution's name).
- _____ B. For each publication, indicate the relative division of labor between the candidate and the other author(s) (i.e. list % time of contribution or provide verbal description of contribution).
- _____ C. If no co-authored works provide a statement to that effect on a separate document.

_____ **3. List of forthcoming works and works in progress compiled as a separate document**

- _____ A. On a separate document list the forthcoming works and works in progress.
- _____ B. For works that have been accepted, are under contract or are in press, provide information from the publisher (i.e. letter or email of acceptance, copy of contract, etc.).
- _____ C. Reviews (i.e. from peer reviewers), when available, should be included.
- _____ D. If no forthcoming works/works in progress, provide a statement to that effect on a separate document.

_____ **4. Last three Faculty Annual Reports with the most recent report on top (2007-08, 2006-07, and 2005-06 ONLY)**

- _____ A. Include all attachments.
- _____ B. All attachments should face the left side of packet.

_____ **5. Leave Statement**

- _____ A. Includes time period and percent time for all leaves **without pay** for the past five years (2003-04 through present).
- _____ B. If no leaves without salary have been taken in last five years, provide a statement to that effect.

TEACHING (This area must be evaluated)

_____ **1. Budget Council/Executive Committee Statement**

- _____ A. Includes original signatures and typed names of those responsible for the report.

_____ **2. Candidate's Teaching Statement (optional).**

_____ **3. Peer Evaluation Reports**

- _____ A. Includes peer evaluator's name and the date of the observation; lists the course name and number.
- _____ B. Original report, signed by the evaluator.
- _____ C. Peer evaluation reports should not be combined.

- _____ **4. Instructional Activities Report from Measurement and Evaluation Center or equivalent** (including courses taught in last three years)
 - _____ A. Top of the report should face the left side of packet.
- _____ **5. Course Instructor Survey Results (MEC) or equivalent**
 - _____ A. In the same order that they appear on the Instructional Activities Report.
 - _____ B. Should include last three academic years (2005-06, 2006-07, and 2007-08 ONLY).
- _____ **6. Office of Graduate Studies Committee Report, Masters and Doctoral**
 - _____ A. Top of the report should face the left side of packet.
 - _____ B. If no graduate students were supervised provide a statement to that effect.
- _____ **7. List of Postdoctoral Fellows Supervised**
 - _____ A. Institution that awarded Postdoc's Ph.D. should also be listed.
 - _____ B. If no Postdocs have been supervised provide a statement to that effect.

PUBLICATIONS - If this area is being evaluated:

- _____ **1. Budget Council/Executive Committee Statement**
 - _____ A. Includes original signatures and typed names of those responsible for the report.
- _____ **2. List of Five Most Significant Works**
 - _____ A. Numbers should correspond to the numbers on the CV.
- _____ **3. Candidate's Research Statement**
- _____ **4. If this area is not being evaluated, include a statement to that effect.**

ADVISING - If this area is being evaluated:

- _____ **1. Budget Council/Executive Committee Statement**
 - _____ A. Includes original signatures and typed names of those responsible for the report.
- _____ **2. If this area is not being evaluated, include a statement to that effect.**

SERVICE - If this area is being evaluated:

- _____ **1. Budget Council/Executive Committee Statement**
 - _____ A. Includes original signatures and typed names of those responsible for the report.
- _____ **2. If this area is not being evaluated, include a statement to that effect.**

HONORS - If this area is being evaluated:

- _____ **1. Budget Council/Executive Committee Statement**
 - _____ A. Includes original signatures and typed names of those responsible for the report.
- _____ **2. If this area is not being evaluated, include a statement to that effect.**

LETTERS OF REFERENCE

** A minimum of four reference letters is required. All reference letters may be from internal reviewers unless research contributions are evaluated in which case two of the four letters must be solicited from external reviewers. **

- 1. Provide a short biography of all referees approached, including the reason he or she was selected. (i.e. similar research focus, renowned expert in field, etc.).
----- A. Note whether they agreed to serve as referee. If refused, should give brief explanation of refusal.
- 2. Provide a table identifying everyone approached to be a referee.
----- A. Should note whether reviewer was chosen by department or candidate.
----- B. Should note whether or not they agreed to serve as a referee.
- 3. Example of letter(s) sent from the department chair to the reviewers requesting their recommendation.
- 4. List of publications sent to the referees (if applicable).
----- A. If numbered, numbering should be the same as on the CV.
- 5. Letters from reviewers in same order as they appear in list above (1).
----- A. On letterhead, with original signatures - no faxes or e-mails.
- 6. Reviewers' short CVs in the same order as they appear in the list above (1).
- 7. Unsolicited letters pertaining to promotion (if applicable)
----- A. Insert at the end of this section, separated from the solicited letters by a divider.

SUPPLEMENTAL MATERIALS FOLDER (optional)

- 1. Includes anything else that the candidate considers relevant to the promotion/tenure decision.

TEACHING PORTFOLIO (required)

- 1. Classroom/instructional materials (i.e. syllabi, handouts, examinations) candidate deems appropriate in a separate, clearly labeled folder.

STUDENTS' WRITTEN COMMENTS

- 1. Originals of ALL Students' Written Comments for the last three academic years (2005-06, 2006-07, and 2007-08 ONLY). Comments should be separated by class, semester, and year, be clearly labeled and in the order they appear on the Instructional Activities Report.
- 2. If written comments are missing, incomplete or if there are other issues, include a statement to that effect.

FIVE MOST SIGNIFICANT PUBLICATIONS (if applicable)

- 1. Copies of the five most significant publications in a separate, clearly labeled accordion folder.
- 2. Include list of 5 most significant publications.
- 3. Each publication should be clearly numbered with the number corresponding to the CV.
- 4. Copies of articles should be in manila folders labeled with the title of the article and the number of the publication.

OTHER PUBLICATIONS (if applicable)

- 1. Copies of all publications in a separate, clearly labeled accordion folder.
- 2. Include list of all publications in this folder.
- 3. Each publication should be clearly numbered with the number corresponding to the CV.
- 4. Copies of articles should be in manila folders labeled with the title of the article and the number of the publication.