

PROMOTION AND TENURE DOSSIER CONTENTS

(APPLICANT'S FULL NAME)

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The University of Memphis

Promotion and Tenure Appointment History

Name of Faculty Member: _____ Current Rank: _____

Department: _____ College/School: _____ Address: _____ Phone: _____

Rank at time of initial appointment at UM: _____ Initial Appointment Date: _____

Tenure Track Initial Appointment: _____ Non-Tenure Track Initial Appointment: _____

If changed from non-tenure track appointment, credit granted toward tenure: _____ Years

Years in current rank at UM: _____ Years 9 month appt. _____ Years 12 month appt. _____ Years

Full Member of Graduate Faculty: Yes _____ No _____ Date of appointment _____

Please explain any change in duties in the last five years. (Use additional pages if necessary)

EXTERNAL EVALUATOR LIST

for
(Applicant's Name)

The individuals on the following list were suggested by Professor *(Applicant's Name)*, the Department Chair or the Department Promotion Committee as indicated below. The comments have been assembled from each individual's vita/resume, from notes supplied by Professor *(Applicant's Name)*, from discussions with the evaluator, and from consultation from other sources such as *(Who's Who in America, American Men and Women in Science, etc.)*. The list is notable for the quality and expertise of the individuals in the relevant subject areas and for their objective relation to Professor *(Applicant's Name)*. The accompanying remarks are my own.

Department or T & P Committee Chair

| Name | Nominated by Candidate | Nominated by Department Committee | Nominated by Department Chair |
|--------------------|------------------------|-----------------------------------|-------------------------------|
| Adrian Scholar | | √ | |
| Ronald McDonald | | √ | |
| Ruby Learned woman | √ | | |
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1. Professor Adrian Scholar
Metaphysical Engineering
Duke University
Durham, North Carolina 27706

EDUCATION: B.S., M S., Ph.D., Massachusetts Institute of Technology

POSITION: Professor of Metaphysical Engineering
Fellow-American Society of Metaphysical Engineers

Dr. Scholar is the author of 130 technical articles on a diversity of topics in national metaphysics and extraterrestrial transport through porous media. He is the author of three graduate level text books: *Entropy Generation through Metaphysics* (Wiley, 1982), *Metaphysical Heat Transfer* (Wiley, 1984) and *Advanced Engineering Metaphysics* (Wiley, 1988). He has not met *(Applicant's Name)*.

2. Professor Ronald McDonald
Metaphysical Engineering Department
California Polytechnic University-San Martin
San Martin, CA 93408

EDUCATION: B.S., Ph.D., University of Champaign

POSITION: Professor and Head
Fellow-American Society of Metaphysical Education

MEMBER: American Society of Metaphysical Engineers
American Society of Metaphysical Education
(Chairman of Awards Division)

Professor McDonald was one of the three candidates for the Metaphysical Engineering Chairman position at UM who were invited for on-campus interviews in 1990. He has met (*Applicant's Name*). He is a reviewer for the J. Metaphysical Transfer and the Inter. J. Metaphysics Research.

3. Professor Ruby Learned woman
School of Metaphysical Engineering
Druse College
Lafayette, IN 47907

EDUCATION: B.S., University of Illinois; Ph.D., Purdue University

POSITION: Professor

HONORS: Member of the National Academy of Engineering
Fellow-American Society of Metaphysical Engineers
Fellow-American Institute of Metaphysical Astronautics
Metaphysics Award-American Society of Metaphysical engineers

Dr. Learned woman had not met (*Applicant's Name*) until the summer of 1988. At that time, Dr. Learned woman was employed by the Electric Powered Metaphysics Institute (EPRI) to serve as a member of a team to review the progress and quality of (*Applicant's Name*) EPRI funded project. She serves as a Technical Editor of the J. Metaphysical Research and is a recognized expert in the area of underwater metaphysics.

SAMPLE REQUEST LETTER

The (four to eight) external letters should provide a critical evaluation of the candidate's work rather than simply testimonials. It is recommended that the external evaluators initially be contacted by phone to determine their willingness and availability to provide these external assessments prior to sending materials.

Date

Professor _____
Department of _____
University
City, State Zip

Dear Professor _____:

On behalf of *(the Department of _____) (the Tenure and Promotion Committee of the Department of _____)*, I appreciate your willingness to serve as an external evaluator of the application of Professor _____ for *(tenure and promotion to Associate Professor/Professor) (promotion to Professor)*. As I indicated in our phone conversation on *(date)*, external evaluations are extremely valuable in providing information and insight into the professional accomplishments of our faculty. Your evaluation will become a part of Professor _____'s dossier and will be a significant element in the review process and subsequent recommendation(s) from the Department to the Dean of the College of _____ and to the Provost. Also, as per our conversation, we will need a copy of your vita/resume' in order to include a brief summary of credentials for the dossier.

I am enclosing a copy of Professor _____'s vita/resume' and some representative publications. I ask that you provide a candid evaluation of *his/her* work, with particular attention to the quality of *his/her* scholarship, *his/her* professional reputation nationally and internationally, and *his/her* potential for continual success in *his/her* discipline, together with any additional remarks you deem appropriate. Please be aware that Tennessee's Open Records Law allows individuals to request and receive access to external and internal letters in their tenure and promotion files. We will need your evaluation and vita/resume' no later than *(date)*. To facilitate your response, I have enclosed a self addressed stamped envelope. If you have any questions regarding this request, please contact me.

I realize that this request places an added burden on your busy schedule. However, I also believe that you understand the importance of the entire process. Your efforts on behalf of Professor _____ and The University of Memphis are greatly appreciated.

Sincerely,

Professor and Chair

SAMPLE REQUEST LETTER

