TENURE & PROMOTION DOSSIER GUIDELINES FOR ONEDRIVE

SECTION 1: INSTRUCTIONS

The purpose of this guide is to help Faculty Members through the process of submitting their Tenure & Promotion (T&P) Dossier via OneDrive (i.e., the "electronic dossier"). This guide should not be treated as a complete 'How-To' document but rather a guide for *how most departments complete this process*.

Some departments may have methods and procedures which vary from what you will find in this guide. Always make sure to check with your Department or College Administrator to make sure you are using the correct process

SECTION 2: ONEDRIVE

OneDrive will be used to house your dossier throughout its completion. Each department has its own method for gaining access your assigned folder; this information will be provided to you by your Department or College administrator. You will be provided with access rights to this folder during times in which you are expected to upload documents. After you submit your dossier to your department, your access will be removed. If you wish to keep copies of any portions of the dossier for later reference, save them separately from the dossier.

SECTION 3: FILE TYPES

When uploading documents to complete your dossier it is recommended you use one of the following file types: PDF, DOC, DOCX, JPG, JPEG, XLS, and XLSX. Using any other file types may complicate the review of your dossier. If you have any issues publishing files in any of the aforementioned file types please contact the University of Memphis Helpdesk by calling (901) 678-8888 for assistance.

SECTION 4: CREATING AND STRUCTURING YOUR DOSSIER

A complete dossier consists of several individual documents spread across a number of major sections. Each document will be covered in detail in its associated section along with relevant information in the **Dossier List of Required Documents**. In most cases the submission of your dossier should follow the document structure listed in Section 5.

Note: Some documents are situational and may not be included in every dossier. Consult with your Department or College Administrator if you have any questions.

SECTION 5: DOSSIER LIST OF REQUIRED DOCUMENTS

The following is a detailed list of all necessary documents required for a complete dossier listed in the order in which they should appear in your dossier folder. Be sure to use the numbering system indicated below when you name your documents. **Do NOT create subfolders within your dossier.**

DOSSIER LIST OF REQUIRED DOCUMENTS

NAME OF DOCUMENT	RESPONSIBLE FOR UPLOADING	NOTE
1.1 - Recommendation Signature Page	Department	Scan and upload the signed form. Must have Department Chair and Committee Chair signatures.
1.2 - Appointment History Form	Applicant	Link to Form
1.3 - Early Tenure memo or Stop the Clock memo	Applicant	Optional - Most Faculty will not have either of these.
2.1 - Statement from the Dean	Dean's Office	
2.2 - Statement from the College, School Committee	Dean's Office	
3.1 - Statement from the Department Chair, Area Head	Department	
3.2 - Statement from the Department, Area Committee	Department	
4.1. - External Review Letter	Department	Add as many 4.1 Documents as necessary. Scan and upload.
4.2 - Summary of Credentials of External Evaluators	Department	Use format in Faculty Handbook. Link to Form
4.3 - Copy of Solicitation Letter to External Evaluators	Department	Use format in Faculty Handbook. Link to Form
5.1 - Initial Appointment Letter	Applicant	Scan and upload.
5.2. - Annual Evaluations	Applicant	Add as many 5.2 Documents as necessary. Scan and upload any non-electronic evaluations, marking out your SSN.
5.3 - Mid-tenure Evaluation Statement by Department	Applicant	Scan and upload.
5.4 - Mid-Tenure Evaluation Statement by Chair	Applicant	Scan and upload.
6.1 - Instruction - Summary of Teaching Responsibility, Philosophy	Applicant	
6.2 - SETE Summary Sheet	Applicant	Link to Form Or upload from the SETE platform.
6.3 - Peer Evaluations of Teaching	Applicant	Only if the department provides these; do not solicit them.
6.4 - Teaching Honors and Awards	Applicant	List only, do not attach copies of certificates, letters, etc.
7.1 - Research, Scholarship, Creative Activity - Brief Summary of Accomplishments & Plans	Applicant	
7.2 - Internal Grants and Contracts	Applicant	List only, do not attach copies of proposals, award letters, etc.
7.3 - External Grants and Contracts	Applicant	List only, do not attach copies of proposals, award letters, etc.
7.4 - Peer Evaluations of Research, Scholarship, Creative Activity	Applicant	Only if the department provides these; do not solicit them.

7.5 - Honors and Awards	Applicant	
8.1 - Service, Outreach, Advising, Mentoring, Administration - Brief Summary of Responsibilities and Accomplishments	Applicant	
8.2 - Internal Grants and Contracts	Applicant	
8.3 - External Grants and Contracts	Applicant	
8.4 - Peer Evaluations of Service, Outreach, Advising, Mentoring, Administration	Applicant	
8.5 - Honors and Awards	Applicant	
9.0 - University Curriculum Vitae	Applicant	https://umwa.memphis.edu/fcv/login.php
10.1 - List of Supplemental Materials	Applicant	**Optional**. Many Faculty Members will not have supplemental materials.
10.2 - Supplemental Materials	Applicant	**Optional**. Add as many 10.2 Documents as necessary. Many Faculty Members will not have supplemental materials. Hard copies of supplemental materials may be housed in the department or electronic copies may be uploaded here.