

TENURE AND PROMOTION DOSSIERS FOR FALL 2023 SUBMISSION

(September 2024 effective date)

Applicant Instructions:

- Once I have created your folder in OneDrive, I will send the link to you and your committee chair. You will have editing access, and your committee chair will have reading access to monitor your progress.
- If you have any access problems, contact Jessica Abernathy at jmabrnth@memphis.edu immediately.
- Upload your documents into your dossier folder according to the Table of Contents provided at the end of this document. Your committee chair will have reading access to review and advise along the way.
- **Please upload documents only; do not create extra folders within your dossier.** Be sure to use the numbering system provided.
- Ignore the Recommendation Form link on the website. That form is uploaded by the Department Chair, not the applicant.
- When uploading documents to complete the dossier it is **REQUIRED that all documents be uploaded as PDF's**. Using any other file types may complicate the review of your dossier. If you have any issues converting files to a PDF, please submit a UofM Helpdesk ticket or call (901) 678-8888 for assistance.
- If there is a document that does not apply to you, do NOT upload a blank page. Simply move on and upload the next document required for your dossier.

Additional Resources

- 1) If you need copies of Annual Evaluations from previous years, contact Debra Turner (dmturner@memphis.edu) in CAS. For candidates applying for Promotion to Full Professor, you need only provide information since your Tenure and Promotion date, or five years, whichever period is shorter.
- 2) Tenure and Promotion forms are available [online](#) on the provost's website.
 - [Promotion & Tenure Recommendation Form](#)
 - [SETE Summary](#)
 - [University CV](#) *You **must use the University CV format**. If you wish to provide your "personal" CV in the Supplemental Documents (section 9), you may do so.

- 3) The deadline for material submission to departments is September 1, unless superseded by internal department guidelines. When you have completed your dossier and are ready for departmental review to begin, **NOTIFY YOUR DEPARTMENT COMMITTEE CHAIR**. Your committee chair will have reading access during the time you are assembling your dossier so that they may check your progress and advise you. There is no automatic notification in the system.

Table of Contents

- **Every file/document should replicate the following naming format: "# - Name of Document (Faculty Member LAST NAME, FIRST INITIAL.)"**
- For Example: below is how documents in section 1 should be named for "Professor Tom Tiger" before uploaded to OneDrive.
 - **1.1 - Promotion & Tenure Recommendation Form (Tiger, T)**
 - **1.2 - Promotion & Tenure Appointment History Form (Tiger, T)**
 - **1.3 - Timeline Reduction Form (Tiger, T)**
 - **1.4 - Stop the Clock Request Form (Tiger, T)**

Table of Contents	Uploaded By	Tips
1.1 Promotion & Tenure Recommendation Form (Tiger, T.)	Department	<i>Scan and upload the signed form. Must have Department Chair & Committee Chair signatures. Provost office WILL NOT accept handwritten forms. Must be electronically filled out & signed.</i>
1.2 Promotion & Tenure Appointment History Form (Tiger, T.)	Applicant	<i>This form is online.</i>
1.3 Timeline Adjustment Form (Tiger, T.)	Applicant	<i>Optional - Many Faculty members will not have an approved Stop the Clock Request Form</i>
1.4 Stop the Clock Request Form (Tiger, T.)	Applicant	<i>Optional - Many Faculty members will not have an approved Stop the Clock Request Form</i>

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 University Curriculum Vitae	Applicant	You must use the University CV format .
4.2 Initial Appointment Letter	Applicant	Scan – If you need help with this, contact Faculty Services Admin. facultyservices@memphis.edu Please include U# in your request.
4.3 Annual Evaluations	Applicant	Upload evaluations from the last five (5) calendar years. File name examples: 4.3 - Annual Evaluation 2019 (Tiger, T) 4.3 - Annual Evaluation 2020 (Tiger, T)
5.1 Mid-Tenure Evaluation Statement by Department	Applicant	Scan – If you need help with this, contact Jessica Abernathy at jmabrnth@memphis.edu . Please include U# in your request.
5.2 Mid-Tenure Evaluation Statement by Chair	Applicant	Scan – If you need help with this, contact Faculty Services Admin. facultyservices@memphis.edu Please include U# in your request.
6.1 Instruction –Brief Summary of Teaching Responsibility/Philosophy	Applicant	Instruction, Section 6: (documents to be included only if workload includes instruction)
6.2 SETE Summary Sheet	Applicant	Must use the linked form. Please see SETE Summary Form instructions .
6.3 Peer Evaluations of Teaching	Applicant	Only if the Department provides these: do not solicit them .

6.4 Instruction-related Honors & Awards	Applicant	Upload a document that lists these honors and awards only. Do not attach copies of certificates, letters, etc.
6.5 Internal Instructional-related Grants	Applicant	
6.6 External Instructional-related Grants & Contracts	Applicant	
7.1 Research, Scholarship, Creative Activity – Brief Summary of Accomplishments & Plans	Applicant	Research, Scholarship, Creative Activity, Section 7: (documents to be included only if workload includes research, scholarship, or creative activity)
7.2 External Peer Reviewer Letter	Department	Add as many 7.2 documents, as necessary. Scan and upload. File name example: 7.2 - External Peer Reviewer Letter – Peer Reviewer Last Name (Tiger, T)
7.3 Summary of Credentials of External Peer Reviewers	Department	Use format in faculty handbook. Link to Form
7.4 Copy of Solicitation Letter to External Peer Reviewers	Department	Use format in faculty handbook. Only one (1) letter is needed Link to Solicitation Letter Example
7.5 Research-related Honor & Awards	Applicant	Upload a document that lists these honors and awards only. Do not attach copies of certificates, letters, etc.
7.6 Internal Research, Scholarship, or Creative Activity-related Grants	Applicant	
7.7 External Research, Scholarship, or Creative Activity-related Grants & Contracts	Applicant	
8.1 Service, Outreach, Advising, Mentoring, Administration: Brief Summary of Responsibilities and Accomplishments	Applicant	Service, Section 8: (Documents to be included only if workload includes service, outreach, advising, mentoring and/or administration)

8.2 Service-related Honors & Awards	Applicant	<i>Upload a document that lists these honors and awards only. Do not attach copies of certificates, letters, etc.</i>
8.3 Internal Service-related Grants	Applicant	
8.4 External Service-related Grants & Contracts	Applicant	
9.1 List of Supplemental Materials	Applicant	<i>Optional. Many people will not have supplemental materials.</i>
9.2.,.3, etc. Supplemental Materials	Applicant	<i>Optional. Many people will not have supplemental materials. Hard copies of supplemental materials may be housed in the department OR electronic copies may be uploaded here.</i>

Dean’s office contacts

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 901-678-2251

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