

Mid-Tenure Dossier Instructions

Mid-tenure dossiers are to be uploaded in OneDrive. Upload documents only; do not create extra folders within your dossier. The spring semester deadline for departments to finish review is March 31. The fall semester deadline is October 31.

The Review Process

1. The applicant uploads the appropriate documents to the applicant folder. Follow the table of contents included in this document. Be sure to use the numbering system when saving documents. This will ensure documents appear in the correct order.
2. The applicant notifies the department chair and department T&P committee chair that the dossier is ready for review no later than **February 28th**, unless superseded by department guidelines. (Access for applicants will be removed.)
3. The department T&P committee and department chair are granted access to the applicant dossier in OneDrive to begin review no later than March 1. (Committee chair, please send jmabrnth@memphis.edu a list of your committee members.)
4. The department T&P committee chair uploads 5.3 Mid-Tenure Evaluation Statement by Department. (PDF or Word Docs recommended.)
5. The department T&P committee chair notifies the department chair that the Department Committee Mid-Tenure Statement is ready for review.
6. The department chair reviews the materials and uploads 5.4 Mid-Tenure Evaluation Statement by Chair by March 31st.
7. The department chair meets with the applicant to discuss the dossier.
8. The department chair notifies the dean's office that the department has completed the process.
9. The dean's office contacts the applicant and schedules a meeting with the applicant.

Additional Resources

- 1) Currently you will need to contact Debra Turner (dmturner@memphis.edu) if you need assistance with prior year evaluations.
- 2) Tenure and Promotion forms are available on the provost's website at <https://www.memphis.edu/aa/resources/tenurepromotion/index.php>
 - [Appointment History Form](#)
 - [SETE Summary Form](#)
- 3) Your University CV is available on the Provost's website at <http://www.memphis.edu/aa/resources/facres/cvinfo/index.php>. You must use the University CV format. If you wish to provide your "personal" CV in the Supplemental Documents (section S10), you may do so.

File Extensions

Some file extensions work better than others for reviewers.

<i>Good Extensions</i>	<i>Bad Extensions</i>
.pdf	.htm
.doc	.html
.docx	.tif
.jpg	
.xlsx	
.xls	

Dossier Contents

<i>Mid-Tenure Review Table of Contents</i>	Responsibility for Uploading	Tips
1.2 Appointment History Form	Applicant	Form is on Provost's site
1.3 Early Tenure memo or Stop the Clock memo	Applicant	Not all will have this. If you need this, contact Jessica Abernathy.
5.1 Initial Appointment Letter	Applicant	Scan -- contact Jessica Abernathy or facultyservices@memphis.edu if you need a copy
5.2 A Annual Evaluation	Applicant	Add as many 5.2's as needed.
5.2 B Annual Evaluation	Applicant	Scan and upload.
5.2 C Annual Evaluation	Applicant	
5.3 Mid-Tenure Evaluation Statement by Department	Department Committee Chair	
5.4 Mid-Tenure Evaluation Statement by Chair	Department Chair	
6.1 Instruction: Summary of Teaching Responsibility/Philosophy	Applicant	
6.3 SETE Summary Sheet	Applicant	Form on Provost's site
6.4 Peer Evaluations of Teaching	Applicant	Only if department provides these; do not solicit from friends and students
6.5 Teaching Honors and Awards	Applicant	List only; no copies of certificates, letters, etc.

7.1 *Research/Scholarship/Creative Activity: Brief Summary of Accomplishments & Plans*

Applicant	
7.2 <i>Internal Grants and Contracts</i>	List only; no copies of certificates, letters, etc.
7.3 <i>External Grants and Contracts</i>	List only; no copies of certificates, letters, etc.
7.4 <i>Peer Evaluations of Research/Scholarship/Creative Activity</i>	Only if department provides these; do not solicit from friends and students
7.5 <i>Honors and Awards</i>	
8.1 <i>Service/Outreach/Advising/Mentoring/Administration: Brief Summary of Responsibilities and Accomplishments</i>	
8.2 <i>Internal Grants and Contracts</i>	
8.3 <i>External Grants and Contracts</i>	
8.4 <i>Peer Evaluations of Service/Outreach/Advising/Mentoring/Administration</i>	
8.5 <i>Honors and Awards</i>	
9.0 University Curriculum Vitae	Must use university format
S10.1 <i>List of Supplemental Materials</i>	Optional. Many people will not have supplemental materials.
S10.2, etc. <i>Supplemental Materials</i>	Optional. Many people will not have supplemental materials. Hard copies of supplemental materials may be housed in department OR electronic copies may be uploaded here.