P&T: Preparing Your Electronic Dossier

The College of Education, February 15, 2023

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Today’s Agenda

• Process
  • When can I go up for promotion or tenure? Promotion Timeline
• Importance
• Instructions
• Responsibilities
• How it is done
• Address Questions
The Instructions

• The secret location…the bottom of the current web page for The Office of Provost & Academic Affairs under the “Instructions” heading
• T&P Dossier Guidelines & Instructions
• University T&P Calendar (bottom of page)
• COE T&P Calendar
• COE Faculty Resources
• Are you looking for information from your past?
  • Contact Sheila Mathis
  • Academic Services Specialist
    Email: ssmathis@memphis.edu
    Phone: 901.678.3544
Shared Responsibilities

- Applicant
- Dean’s Office
- Department
Applicant

- 01.2 - Appointment History Form
- 01.3 - Early Tenure memo or Stop the Clock memo
- 05.1 - Initial Appointment Letter
- 05.2 - Annual Evaluations
- 05.3 – Mid-Tenure Evaluation by Department Committee
- 05.3 - Mid-Tenure Evaluation by Department Chair
- 06.1 - Instruction - Summary of Teaching Responsibility, Philosophy
- 06.2 - SIRS Summary sheet
- 06.3 - SETE Summary Sheet
- 06.4 - Peer Evaluations of Teaching
- 06.5 - Teaching Honors and Awards
- 07.1 – Research Philosophy
- 07.2 - Internal Grants and Contracts
- 07.3 - External Grants and Contracts
- 07.4 - Peer Evaluations of Research, Scholarship, Creative Activity
- 07.5 - Honors and Awards
Applicant Responsibilities Continued...

- 08.1 - Service, Outreach, Advising, Mentoring, Administration - Brief Summary of Responsibilities and Accomplishments
- 08.2 - Internal Grants and Contracts
- 08.3 - External Grants and Contracts
- 08.4 - Peer Evaluations of Service, Outreach, Advising, Mentoring, Administration
- 08.5 - Honors and Awards
- 09.0 - University Curriculum Vitae
- 10.1 - List of Supplemental Materials
- 10.2 - Supplemental Materials
Dean’s Office

• 02.1 - Statement from the Dean
• 02.2 - Statement from the College, School Committee
Department’s

• 01.1 Recommendation Signature Page
• 03.1 Statement from the Department Chair
• 03.2 Statement from the Department Committee
• 04.1 External Review Letter
• 04.2 Summary of Credentials of External Reviewers
• 04.3 Copy of Solicitation Letter to External Reviewers
Snapshot of File Naming Convention

How it Is Done...
Make it easy for your readers!
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• Important Dates:
  • APRIL 1: Department chairs notify dean about faculty going up for promotion and/or tenure
  • MAY 1: List of external reviewers due to department/college
  • MAY 1: Files created by Amy Wilson and open to faculty
  • AUG 18 (430pm): Anticipate faculty folder closed
Questions?

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