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College of Education

# P&T: Preparing Your Electronic Dossier

The College of Education, February 15, 2023

Dr. Steve Zanskas

Dr. Leigh Harrell-Williams

# Today's Agenda



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- Process
  - When can I go up for promotion or tenure? [Promotion Timeline](#)
- Importance
- Instructions
- Responsibilities
- How it is done
- Address Questions



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# 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](mailto:ssmathis@memphis.edu)  
Phone: 901.678.3544

# Shared Responsibilities

- Applicant
- Dean's Office
- Department



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# Applicant



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- 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



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# 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



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- 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





























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How it Is Done...

Make it easy for your readers!

# Snapshot of File Naming Convention

-  01.2 Appointment History Form.pdf
-  5.1 Initial Appointment Letter.pdf
-  5.2 - Faculty Evaluations\_2014.pdf
-  5.2 - Faculty Evaluations\_2015.pdf
-  5.2 - Faculty Evaluations\_2016.pdf
-  5.2 - Faculty Evaluations\_2017.pdf
-  5.2 - Faculty Evaluations\_2018.pdf
-  5.3 - Mid-tenure Evaluation Statement by Department.pdf
-  5.4 - Mid-Tenure Evaluation Statement by Chair.pdf
-  6.1 - Instruction.pdf
-  6.3 - SETE Summary Sheet.pdf
-  7.1 - Research Scholarship Creative Activity.pdf
-  7.2 - Internal Grants and Contracts.pdf
-  7.3 - External Grants and Contracts.pdf
-  7.5 - Honors and Awards.pdf
-  8.1 - Service, Outreach, Advising, Mentoring, Administration.pdf
-  8.2 - Internal Grants and Contracts.pdf
-  9.0 - University Curriculum Vitae.pdf
-  10.1 - List of Supplemental Materials.pdf
-  10.2 Supplemental Materials - Book Chapter - 2019SETS.pdf
-  10.2 Supplemental Materials - Book Chapter - 2020BASC3\_Kim\_Harrell-Williams.pdf
-  10.2 Supplemental Materials - Book Chapter - 20192020SocialGoals.pdf
-  10.2 Supplemental Materials - Manuscript - Capstick\_etal\_2019IHE.pdf
-  10.2 Supplemental Materials - Manuscript - Dowdy\_etal\_2016SPR.pdf

How it Is Done...  
Make it easy for your readers!

- 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



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# Questions?

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