



# T&P: Preparing Your Electronic Dossier for Mid-Tenure Review

The College of Education

October 13, 2021

Dean Kandi Hill-Clarke & Associate Dean Steve Zanskas



# Today's Agenda

- Purpose & Process
- Importance
- Instructions
- Responsibilities
- How it is done
- Address Questions

# What is The Purpose of Mid-Tenure Review?



- To provide you with a meaningful appraisal of your progress toward earning tenure.
- To help orient you to the elements of the formal tenure review process.



# 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](#)
- [T&P Forms](#)
- COE Faculty Mid-Tenure Review Resources
  - [https://www.memphis.edu/coe/faculty/faculty\\_resources.php](https://www.memphis.edu/coe/faculty/faculty_resources.php)
  - [https://www.memphis.edu/education/faculty/resources/coe\\_midtenure\\_instructions\\_2021\\_22.pdf](https://www.memphis.edu/education/faculty/resources/coe_midtenure_instructions_2021_22.pdf)
- 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
  - [Faculty Evaluation](#)



# Shared Responsibilities

- Applicant
- Department
- Dean's Office



# 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
- 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



# Department

- 03.1 Statement from the Department Chair
- 03.2 Statement from the Department Committee
- 03.3 Meeting with the Department Chair (February 28 – March 4 , 2022)



# Dean's Office



- Meeting with the Dean in March 14-18, 2022



# How it Is Done...

- Make it easy for your readers!
- [Sample Sharedrive eDossier](#)



# Questions?

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