T&P: PREPARING YOUR ELECTRONIC DOSSIER

The College of Education, April 1, 2019
Dr. Steve Zanskas & Dr. Reginald Green
TODAY’S AGENDA

- Process
- Importance
- Instructions
- Responsibilities
- How it is done
- Address Questions
THE INSTRUCTIONS

- T&P Dossier Guidelines & Instructions
- The secret location...the bottom of the current web page for The Office of Provost & Academic Affairs under the “Instructions” heading
SHARED RESPONSIBILITIES

- Applicant
- Dean’s Office
- Department
□ 1.2 - Appointment History Form
□ 1.3 - Early Tenure memo or Stop the Clock memo
□ 5.1 - Initial Appointment Letter
□ 5.2. - Annual Evaluations
□ 5.3 - Mid-tenure Evaluation Statement by Department
□ 5.4 - Mid-Tenure Evaluation Statement by Chair
□ 6.1 - Instruction - Summary of Teaching Responsibility, Philosophy
□ 6.2 - SIRS Summary sheet
□ 6.3 - SETE Summary Sheet
□ 6.4 - Peer Evaluations of Teaching
□ 6.5 - Teaching Honors and Awards
□ 7.2 - Internal Grants and Contracts
□ 7.3 - External Grants and Contracts
□ 7.4 - Peer Evaluations of Research, Scholarship, Creative Activity
□ 7.5 - Honors and Awards
APPLICANT RESPONSIBILITIES CONTINUED...

- 8.1 - Service, Outreach, Advising, Mentoring, Administration - Brief Summary of Responsibilities and Accomplishments
- 8.2 - Internal Grants and Contracts
- 8.3 - External Grants and Contracts
- 8.4 - Peer Evaluations of Service, Outreach, Advising, Mentoring, Administration
- 8.5 - Honors and Awards
- 9.0 - University Curriculum Vitae
- 10.1 - List of Supplemental Materials
- 10.2 - Supplemental Materials
DEAN’S OFFICE

- 2.1 - Statement from the Dean
- 2.2 - Statement from the College, School Committee
DEPARTMENT’S

- 1.1 Recommendation Signature Page
- 3.1 Statement from the Department Chair
- 3.2 Statement from the Department Committee
- 4.1 External Review Letter(s)
- 4.2 - Summary of Credentials of External Evaluators
- 4.3 - Copy of Solicitation Letter to External Evaluators
Sample UM Drive Dossier

HOW IT IS DONE...
Make it easy for your readers!
QUESTIONS?

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