CONTENT OUTLINE FOR RANKED NON-TENURE TRACK FACULTY PROMOTION DOSSIERS
2008-2009

Please use named tabs (see below) to indicate where in the supporting material each item may be found.

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(INSIDE FRONT COVER) Recommendation Signature Page and Record of Formal Votes (before and after hearings)
History and Recommendation Summary Form

(TAB I) Letter of Appointment and Summary of Accomplishments

- Copy of initial appointment letter
- Clear summary of accomplishments in area(s) of appointment, which provide evidence of demonstrated effective and sustained achievement in the candidate's assigned area(s) of responsibility, evidence of excellence, and potential for continued growth
- Refer to "Call for Promotion and Tenure Recommendations" letter for tenure-track faculty for more detail on the types of information that are applicable to demonstrate excellence in teaching, research, and service areas for non-tenure track faculty promotions
- See "Placement of Scholarly Works" form for listing scholarly productivity, if applicable
- Peer evaluations (no more than 4 peer evaluation letters) for the area(s) being reviewed

(TAB II) Divisional/Departmental Summary Letters and Recommendations

- Chair or division director's summary letter and recommendation
- Departmental and divisional committee comments
- Summary of procedures used in review and appeals, information on all formal votes (before and after hearings)

(TAB III) Dean's Summary Letter and Recommendation

(TAB IV) Complete Resume

(TAB V) External Reviews

NOTE: Include only if required by divisional guidelines

- Form entitled "Procedure for Selection of Outside Reviewers," including brief descriptions of background, contributions, and current positions of external reviewers, relationship to candidate, reasons any outside reviewers did not respond
- Peer evaluations (number to include dependent on divisional guidelines)

(TAB VI) Divisional Guidelines

- Guidelines with criteria for each level/rank outlined