



Creating a Tenure/Promotion Dossier

DR. KATHY JENKINS

PROFESSOR OF EXERCISE PHYSIOLOGY

PRESIDENT OF THE NMHU FACULTY ASSOCIATION

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Today's Workshop

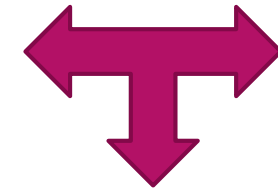
- ▶ 1. Short Presentation about the dossier
- ▶ 2. Questions and answers
- ▶ 3. Follow-up???? Let us know

Important Thing to Remember

▶ Know your Audience

- ▶ Peers
- ▶ Dean, VPAA, President
- ▶ Tenure and Promotion Committee
- ▶ Do they all know you? Really know you and what you accomplished?

Department
and Dean



T and P
Committee-
**-May not
know you!**

Provost



President- final decision

The Dossier

- ▶ A dossier is a collection of documents that represent your professional career, in relation to your hired position
 - ▶ It highlights the previous 5 years (6 year cycle)
 - ▶ Time in tenure track (Tenure)
 - ▶ Time in rank (Promotion)
 - ▶ It aligns to the CBA (Article 23 and Appendix A)
 - ▶ It aligns to the job description for which you were hired
- ▶ Part of the dossier is narrative
- ▶ Part of the dossier includes representative documents that support the narrative

Preparing the Dossier

- ▶ Print Appendix A of the CBA and use it as a template
- ▶ Appendix A is the outline for all tenure and promotion dossiers
 - ▶ Each department/discipline is slightly different and has slightly different expectations
 - ▶ We are all evaluated on the triad: Teaching, Research, and Service
- ▶ You can include more information than the outline, but should not include less
- ▶ Once you have completed your dossier- that chair must approve it
 - ▶ Signature means that the dossier is complete and follows the outline

Some things to remember

- ▶ Almost every faculty member at NMHU wants you to succeed
 - ▶ So ask for help!
 - ▶ Ask to see colleague dossiers
 - ▶ Talk to your mentor and others
 - ▶ Have people check your dossier along the way, as you are creating it
 - ▶ It is ok if the same documentation is used in several places in the dossier, as some things we do cross the lines of teaching, service, and research
- ▶ Remember: Like it or not, there is a pretty/organized factor in evaluation

7 Parts of the Dossier- Appendix A (CBA)

- ▶ 1. Cover Letter
- ▶ 2. Self Evaluation
- ▶ 3. Narrative history at NMHU
- ▶ 4. Teaching and Advisement
- ▶ 5. Scholarship, Research, and Creative activities
- ▶ 6. Service
- ▶ 7. Current CV

1. Cover Letter

- ▶ Stated intent to apply for tenure and/or promotion review process
- ▶ Tenure is evaluated at the rank of Associate Professor
- ▶ If you are applying for full professor and tenure at the same time, you must state this, as they are different levels of evaluation

- ▶ Cover letter can also briefly explain your time at NMHU
 - ▶ This will help your audience understand your particular situation/experience
 - ▶ Were you granted years towards tenure and/or promotion? This can be confusing for evaluators
 - ▶ Step 3 will be a detailed outline of your history at NMHU

2. Self Evaluation

- ▶ A form obtained from the Office of Academic Affairs- it is an official form and must be used
- ▶ Similar to annual evaluation forms used in self evaluation, but is an evaluation of time in tenure track (tenure) or time in rank (promotion)
- ▶ Some faculty include copies of their past annual evaluation forms after this form:
 - ▶ Self
 - ▶ Department/peer review
 - ▶ Chair review
 - ▶ Including these forms isn't mandatory but can help show progress towards T/P

3. Narrative History of time at NMHU

Suggested basics:

- When were you hired?
- What is your position? Have you had more than 1?
- Were you granted time towards T/P?
- Have you had release time?
- Brief explanation of CV:
 - What do you teach?
 - What are your research interests? Do you have any grants, etc...?
 - What is your service?

4. Teaching and Advisement

- ▶ A. Teaching Philosophy – narrative
- ▶ B. Narrative of your teaching/advisement activities at NMHU
 - ▶ Some things to consider:
 - ▶ Some departments like to see a list of courses by semester, with enrollment
 - ▶ What courses are face to face/traditional?
 - ▶ What courses are online or hybrid?
 - ▶ Have you developed any new courses?
 - ▶ Have you used innovative teaching strategies?
 - ▶ How many students do you advise?
 - ▶ What majors/minors/disciplines do you advise?

4. Teaching...

- ▶ C. A copy of all student evaluations for previous five years
 - ▶ Best to include a summary, as well
 - ▶ Overall averages by criteria per year- table
 - ▶ An introduction to student evaluations can include this table, as well as a narrative describing the scores by year.
 - ▶ Can also highlight some of the student comments
 - ▶ This is a boring part of the dossier because it is pure data- so explain it and help your readers!
 - ▶ You may not have student evaluations, because our system is currently under revision- you may have evaluations you collected

4. Teaching....

- ▶ D. Copies of observations of classroom teaching
 - ▶ Peers, chair, dean
 - ▶ Again- explain them to your reader by including a brief narrative to introduce the documentation
- ▶ E. Professional Development activities related to teaching
 - ▶ What PD have you done? CTE activities/trainings, webinars, etc...
 - ▶ Narrative to explain this section, followed by documentation

4. Teaching....

- ▶ F. Additional documentation
 - ▶ What else do you have that needs to be included in this section?
 - ▶ Certificates, conference programs, etc.

5. Research, Scholarship, and Creative Activities

- ▶ A. Narrative of scholarship at NMHU for past 5 years
 - ▶ What have you published/presented?
 - ▶ Do you have grants?
 - ▶ What are you currently working on?
 - ▶ Provide a narrative overview for your reader
 - ▶ Some departments count working with graduate students in this area, if so, briefly describe

- ▶ B. **Copy of the department's approved research and scholarship criteria**
 - ▶ This is the outline you will use to demonstrate that you have met the expectations
 - ▶ Use the same order, if possible, to demonstrate your achievements in the next part of this section

5. Research...

- ▶ C. A list of publications, presentations, recitals, shows, and funded research- as well as anything else listed in department's criteria
 - ▶ Provide a narrative to introduce each section
 - ▶ Recommend to follow the same outline as department's criteria
 - ▶ Show that you have met the criteria
- ▶ D. PD related to scholarship
 - ▶ Narrative, followed by documentation
 - ▶ Programs, flyers, etc...

5. Research...

- ▶ E. Additional information related to scholarship activities
 - ▶ Suggest a narrative to explain it, then put info

6. Service Activities at NMHU

- ▶ A. Narrative of service at NMHU for past 5 years
 - ▶ Service to students, university, faculty, department, profession, community, etc...
 - ▶ Some faculty put high expectations on participating in Faculty Senate committees
 - ▶ Full professors are expected to demonstrate leadership in service
- ▶ B. Documentation of service
 - ▶ Narrative to introduce, then documentation

7. Current CV

- ▶ Should be a complete CV- not just time at NMHU
- ▶ Make sure it lists all aspects of the triad
- ▶ Not a shortened CV!!!!!!

Letters of Recommendation

- ▶ Although not required, many faculty get letters of recommendation to place in their dossiers
- ▶ Demonstrates what professionals think of you
- ▶ Most people will only write you a letter of support if they know you or your work
- ▶ Most people will only write about that area of the triad that they know about you
 - ▶ You might have some letters that cover all the triad, or just teaching, or just research, etc....

LOR...

- ▶ Possibilities:
 - ▶ Experts in the field who know your work
 - ▶ Send dossier- we do not require this at NMHU
 - ▶ Faculty leaders at current or former university,
 - ▶ people that you work with
 - ▶ Administrators
 - ▶ Committee chairs- can write about service

- ▶ Where do you put the letters? In the corresponding section:
 - ▶ Triad- at the beginning
 - ▶ Teaching- in teaching section
 - ▶ Research- in research section
 - ▶ Service- in service section

Know your Audience!!

- ▶ The CBA is clear what needs to be included.
- ▶ Some administrator's state they only want to see a few representative pages of information, **BUT, they do not speak for everybody in the evaluation process.**
- ▶ Faculty have academic freedom
- ▶ Some faculty expect to see everything, some do not
- ▶ Make sure you know the expectations of faculty in your department and on the tenure/promotion committee

Don't be afraid to talk about yourself

- ▶ Many faculty have a difficult time writing/talking about themselves
- ▶ This process requires us to do so!!!!!!
- ▶ Tell your readers what you have accomplished, what you are working on, etc.... People will not know, unless you tell them
- ▶ Some faculty that evaluate your dossier, may have never met you before.



Questions??????

▶ Questions?