

## TENURE DOSSIERS

- 1) **Cover Documents**
- 2) **Recommendation of the Dean**
- 3) **Recommendation of the Department Chair**
- 4) **Curriculum Vitae (list all dated information by most recent first)**
  - a) Education, positions, funding, and publications
  - b) Publications must be listed separately as books or chapters, full papers, and abstracts  
(Full papers may be further divided into peer reviewed and not peer reviewed)
  - c) Presentations that were published
- 5) **Letters (three internal and up to three external is the norm) [See HSC Faculty Handbook, Section 3.8.5(d)2]**
- 6) **Teaching (percent of time)**
  - a) Activities with contact hours and number of students
  - b) Evaluations - scores from student evaluations and/or letters from students; documentation of quality
- 7) **Research (percent of time)**
  - a) Brief (one paragraph) descriptions of current research projects. Funding and publications are included in the CV
  - b) **DO NOT include copies of reprints.** These will be requested by the committee if desired
  - c) Articles must be separated as published, submitted, or in progress
- 8) **Service (percent of time)**
  - a) Clinical services - contact hours, number of patients, administrative responsibilities, etc.
  - b) Committees and chairs, locally and nationally
  - c) **DO NOT include copies of certificates/awards**

### ADDITIONAL GUIDELINES FOR TENURE DOSSIERS:

- 1) Please include "bookmarks" in the electronic (.pdf) dossier file to identify each section above.
- 2) Include a summary (outline) or table of contents for each section.

## **DATA FOR EVALUATING TENURE**

### **A. Teaching**

- 1) Student ratings of instruction
- 2) Peer ratings of teaching qualities
- 3) Peer observation of teaching
- 4) Peer ratings of course design and instructional materials
- 5) Indices of student learning
- 6) Self-evaluation
- 7) Tenure dossier
  - a) Contact hours with levels of students
  - b) Modifications of teaching in successive years
  - c) Educational research and publications
  - d) Awards, honors, and recognitions
  - e) Grants
  - f) Teaching innovations

### **B. Research and Scholarly Activity**

- 1) Grants and contracts submitted, approved, and funded
- 2) Publications and presentations
- 3) Peer review involvement
  - a) Grant review panels
  - b) Editorial review boards
- 4) Indicators of professional excellence (local, state, and national)
  - a) Selection for membership in invitation-only associations
  - b) Association program participation
  - c) Offices held
  - d) Membership on review boards
- 5) Awards and honors

### **C. Service**

- 1) Patient Service
  - a) Quantity
  - b) Quality
- 2) Presentation of continuing education courses
- 3) Professional service activities in department, college, institutional, and national organizations
- 4) Community service activities