

TENURE DOSSIERS

- 1) **Cover Documents (DO NOT include a table of contents)** - Bookmarked as: Tenure cover sheet (or Tenure and Promotion cover sheet if submitting for both)
- 2) **Recommendation of the Dean** - Bookmarked as: Dean Recommendation. (or Secondary/Joint Dean Recommendation if submitting for a secondary or joint appointment)
- 3) **Recommendation of the Department Chair** - Bookmarked as: Department Chair Recommendation. (or Secondary/Joint Department Chair Recommendation if submitting for a secondary or joint appointment)
- 4) **Recommendation of the Academic Unit** - Bookmarked as: Academic Unit Recommendation
- 5) **Curriculum Vitae (list all dated information by most recent first)** - Bookmarked as: CV
 - 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separately as books or chapters, full papers, and abstracts (Full papers may be further divided into peer reviewed and not peer reviewed)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
- 6) **Letters (three internal and up to three external is the standard) [See HSC Faculty Handbook, Section 3.8.5(d)2]** - Bookmarked by letter as: External Letter – Last Name of Individual (i.e., External Letter – Smith)
- 7) **Teaching (percent of time)** - Bookmarked by section as: Narrative – Teaching
 - a) Activities with contact hours and number of students
 - b) Evaluations - scores from student evaluations and/or letters from students; documentation of teaching quality
- 8) **Research (percent of time)** - Bookmarked by section as: Narrative – Research
 - a) Brief (one paragraph) description 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 Campus Tenure Committee if desired
 - c) Articles must be separated as published, submitted, or in progress
- 9) **Service (percent of time)** - Bookmarked by section as: Narrative – Service
 - 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) Include "bookmarks" in the electronic (.pdf) dossier file to identify each section above.

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
- 5) University Service