The purpose of this memo is to assist faculty members in organizing their tenure/promotion application materials. There will always be questions and concerns that arise while putting together the dossier and I am your contact within the College for help. Given that I receive similar questions every year and have seen probably over a hundred dossiers, I have put together these notes to give you some initial guidance.

Step one is to contact Shirley Pegues in the Provost’s office after commencement to request that she put together your dossier binder and then go pick it up. There is only one binder for both tenure and promotion as the required application materials are the same. This binder has the instructions, forms, and required tabbed dividers.

Routing Sheet: Put your signature on the “Submission of Dossier” line and put the date you turned it in to the department chairperson (on or before September 1). Consider putting the routing sheet in a plastic cover because it tends to get torn and easily falls out. The College gets a “ding” from a University-wide committee if the dossier timeline is violated so please make the September 1 deadline. On occasion a department chairperson will ask for a dossier early in the summer so that external evaluators can complete their review of the materials during the summer when things are slower.

Application for Promotion: There is a form for applying for promotion but not one for applying for tenure, which is “automatic.”

Application Document and Appendices: There are instructions in the binder about creating a document that sets out your employment, education, teaching, research/creative activities, and service activities. Here are some points to consider:

- The instructions for the teaching record ask for more than just the list of courses you have taught at UM. Luckily, you can now print off teaching information in a table through the Faculty Activity Report system for a range of years. Under your Faculty tab in MyOleMiss, click “Faculty Activity” then “Create Custom Faculty Activity Report.” You can select the start and end dates. If you applying for full professor, then you would include the courses taught at UM for the last 5-6 years.
- Departments want to see all publications, creative activities, and grant information for your career even if you were on the faculty at another institution before coming to UM. In this way, the faculty members can see the whole trajectory of your career when making this decision.
You will need to include several appendices to support the teaching and research/creative activities of your dossier. I rarely see an appendix for the service activities of a faculty member. Here are my notes about the appendices:

- Use smaller sized or colored tabs to separate the different appendices and to distinguish them from the formal tabbed sections of the dossier. To divide categories of material within each appendix, consider using a thicker or colored sheet of paper that identifies the next subsection of the appendix.
- The appendices should immediately follow the application document (A-K) and not placed at the back of the binder.
- Include a typed cover sheet for each appendix outlining what documentation is included. See my attached example of a cover sheet for a teaching appendix.
- For the teaching appendix, which is required for all faculty members:
  a. Student teaching evaluations are mandatory for every course in which evaluations are collected. If they are not available, insert a short explanation. Include only the summary sheet with the percentages and not the multiple pages of charts.
  b. For faculty applying for tenure/promotion to associate professor, include all years of teaching evaluations at UM. For faculty applying for promotion to full professor, only include the past 5-6 years of teaching evaluations.
  c. Information from the second method of teaching evaluation must be included. In many cases it will be copies of the peer evaluation forms/memos. For those departments with teaching portfolios as the second method, you will not include the teaching portfolio materials but instead the chair/faculty evaluation of your portfolio.
  d. Any other course material is optional. I suggest example copies of your course syllabi.
- When the dossier is at the stage of department review, it will include appendices for research (copies of all your publications), grants, creative activities, or whatever else may be appropriate. These appendices organize the direct evidence that is relevant for your review by peers. When the dossier is delivered to the Dean’s office, the general rule is that all appendix material should be removed except for the teaching appendix.

**Annual Review Section**: Insert your annual reviews and not your annual faculty activity reports. Place them in chronological order with the earliest year first.

**Outside Evaluators**: Each department has its own way of selecting the external evaluators, although usually it is a list that is comprised of names submitted by you and the department/chair. In general, your dissertation supervisor or close research collaborator should not be an external evaluator. And, in general, external evaluators should be faculty members from similar institutions that hold at least the rank to which you are applying. Faculty members applying for full professorship should only put names of other full professors on the list for external evaluators. Faculty members apply for associate professorship can put names of associates or full professors on the list.

The rest of the dossier is the responsibility of the department chairperson. Again, let me know if I can help.
APPENDIX A: TEACHING

[This sheet lists the items - by category - that are included in the appendix. It should be the first page of this appendix. Below is an example for Jane Doe, an assistant professor in a fictitious agricultural sciences department.]

A. Student Teaching Evaluations  [Mandatory for every course. If not available, insert a short explanation.]
   - Fall 2000:  AGR 100, AGR 302
   - Spring 2001: AGR 101, AGR 450
   - Fall 2001:  AGR 100, AGR 670
   - Spring 2002: AGR 101, AGR 480
   - Fall 2002:  HON 100, AGR 302
   - Spring 2003: AGR 101, AGR 450
   - Fall 2003:  AGR 100, AGR 670
   - Spring 2004: AGR 101, AGR 480
   - Fall 2004:  AGR 100, AGR 302
   - Spring 2005: AGR 101, AGR 450

B. Peer Teaching Evaluations [Second method of teaching evaluation]
   - Fall 2000:  AGR 100. Evaluation by John Fawn
   - Spring 2002: AGR 101. Evaluation by Janet Buck
   - Fall 2002:  AGR 100. Evaluation by Joe Stag
   - Spring 2004: AGR 480. Evaluation by Jacob Deer
   - Fall 2004:  AGR 302. Evaluation by John Fawn

C. Syllabi  [optional]
   - AGR 100
   - AGR 101
   - AGR 302
   - AGR 450
   - AGR 480
   - AGR 670