THE TENURE DOSSIER

Tenure is conferred upon a faculty member by the Chancellor after a period of probationary service. The Chancellor's decision to confer tenure or not is based upon the evaluations and recommendations of the faculty member's chair and dean, the Graduate Dean, and the Vice Chancellor for Academic Affairs. In order that their evaluations and the Chancellor's decision be based on sound evidence, a dossier documenting the case for or against the granting of tenure must be compiled.

The departmental chair is charged with compiling the tenure dossier. (If there is no chair of the unit involved, the appropriate dean or director shall act in place of the chair.) With the exception of letters from external evaluators, the faculty member applying for tenure (the candidate) is responsible for providing the materials for the dossier. The chair shall insure that the candidate has a copy of this document. The chair shall set a timetable for the submission of the various parts of the dossier, so that the dossier is available to the tenured faculty prior to their meeting to discuss the candidate. The dossier shall become a permanent part of the tenure record and will accompany the official University Faculty Tenure Report forms.

The tenure dossier will consist of at least the lettered/numbered items listed below. If an item is inappropriate and no entry is made, its letter and number should appear, followed by "none" or "not appropriate" or some other explanatory remark. Candidates applying for both tenure and promotion may submit only one dossier. It should be noted, however, that the schedules for tenure and promotion are somewhat different at certain stages.

A. EMPLOYMENT RECORD.

1. Service with the University. (Give date and rank of original employment with a record of subsequent promotions or other change of status if any.)

2. Previous full-time academic employment. (Give institutions and dates.)

3. Other employment or activity considered as contributing to academic competence.

B. ACADEMIC RECORD.

1. Degrees completed. (Give granting institutions and dates.)

2. Prospective additional degrees. (Give granting institution, anticipated date, and requirements still to be met.)

3. Other pertinent academic work.

C. TEACHING RECORD.

1. Course load. (List, by semesters, courses taught at the University of Mississippi. For faculty at the University less than two years, also list courses taught at other institutions
in the last two years. For each course, provide course
designation, enrollment, contact hours, lecture and/or labora-
tory schedule.)

2. Dissertations and theses directed. (Give number of doctoral
dissertations and masters theses directed to completion.)

3. Director of dissertations and theses in progress. (Give
number of dissertations and theses currently under active
direction.)

4. Other pertinent teaching activity.

D. PUBLICATION

1. Printed publications. (List publications in bibliographical
form, exclusive of minor reviews.)

2. Pending publications. (List materials accepted for
publication or submitted in presumed final form for
publication, giving details.)

3. List other pertinent publication information. (Do not
include material to be shown below under "Grants.")

E. PERFORMANCES, EXHIBITIONS, AND COMPOSITIONS

1. Performances, recitals, and concerts (list title, part,
location, date, and sponsor).

2. Compositions (give composer, title and type, performance
data, and publication data).

3. Productions (list role, nature of production, location,
and sponsor).

4. Exhibitions (indicate time, place, jurors, whether one-
person exhibit, etc.).

5. Commissioned works.

6. Other pertinent information about performances or exhibitions.

F. GRANTS.

1. Grants approved. (List training, research, or other grants
of outside funds obtained on the basis of proposals prepared
entirely or largely by individual concerned. Give type of
grant, collaborators, dates, amount awarded, granting agency.)
2. Grant proposals pending. (List pending grant proposals so prepared.)

3. Other pertinent grant information.

G. EXTERNAL EVALUATIONS. (To be provided by chair)

The department chair is responsible for obtaining external evaluators, in accordance with the process given in the departmental guidelines. A sample letter requesting external evaluation, which may be adapted to the program involved, is attached.

In the dossier, preface each letter of evaluation with a few sentences identifying the evaluator and giving his or her relationship with the candidate.

H. PROFESSIONAL ACTIVITIES.

1. Membership in professional organizations. (List current memberships.)

2. Offices held. (State, regional, or national offices held in professional organizations.)

3. Papers presented. (List papers read to or reports prepared for professional organizations.)

4. Additional pertinent information regarding professional activities.

I. SERVICE.

1. Routine (but important) service to the University (serving on and chairing standing and special committees, serving on the Senate of the Faculty, developing departmental or school programs, etc.).

2. Non-routine service to the University (playing a major role in large projects of University development, furnishing continuing leadership to student and/or faculty organizations, serving as a major adviser in continuing academic counseling programs, working with academic recruitment programs, or taking part in other activities which enhance the excellence of the University or the quality of life of students and faculty, etc.).

3. Service which makes the facilities and the expertise of the University available to the larger society of which it is a part. (Such service may be formally organized through the Division of Continuing Education, or through research and service bureaus; or it may be less formally provided for
through departmental or school programs which require participation in providing various learning experiences in nontraditional formats.)

4. Service to one's discipline. (Service with accreditation teams or other evaluation committees; editorial service with scholarly journals; and service on panels which evaluate research proposals for federal grants. Such service should be on a scale that brings significant recognition to the individual and the institution.)

J. HONORS.

1. Organization membership. (List memberships in scholarly or other honorary organizations.)

2. Other honors.

K. ADDITIONAL INFORMATION.

Supply additional information that should be considered in evaluating qualifications for tenure.