

**DOSSIER PREPARATION FOR
UNTENURED TENURE-TRACK FACULTY (YEARS 2-5)
*College of Letters, Arts & Social Sciences (CLASS)***

A. INSTRUCTIONS

1. Faculty members in years two through five of the tenure track should consult with their department chair and the master calendar set by CLASS for the deadlines for the submission of their annual evaluation materials to the committee in their department that reviews the dossiers of faculty on the tenure track.
2. The complete dossier will be submitted by the faculty member via the Google folder made accessible by Nancy Davis in the Dean's Office.
2. It is critical that the materials submitted by the candidate are deposited in the correct places within the assigned Google folder. The organization of the folders is detailed in the checklist provided in Section B of this document.
- 3. The Google folders should not be altered in any way. Do not move or rename any of the folders.**
4. The **checklist** should be completed fully. Candidates should indicate items that do not apply to them with N/A. A copy of the checklist with items checked off or marked N/A should be placed in the first subfolder as indicated below.
5. Use narrative sections to explain and evaluate your work. The narrative sections play an important role in helping evaluators understand your activities and accomplishments. Use these sections to help readers understand information unique to your discipline or field and your duties.
6. In the section on Evaluation of Teaching in your narrative, report results of evaluation of your teaching using the University-supported instrument. While the actual teaching instrument reports are to be submitted in the folder for supporting materials, the results should be summarized in this section, in a table.
7. In cases where there are different criteria for scholarship based on the different disciplines or sub-disciplines within a given department, each candidate should clearly indicate at the beginning of the scholarship narrative which criteria are applicable to their application.
- 8. Ensure that your application and supporting documentation are complete, well presented and organized.** You want committee members to easily find the documents pertinent to their work as evaluators. We encourage faculty to ask trusted colleagues to proofread applications and provide guidance about content.

B. CHECKLIST and FOLDER STRUCTURE

CANDIDATE FOLDER – all subfolders contained within

SUBFOLDER 1 – Primary Materials (*candidate responsibility*)

- (a) ___ A copy of this checklist
- (b) ___ A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
- (c) ___ A copy of a current curriculum vita
- (d) ___ Candidate self-evaluation on the appropriate University form

SUBFOLDER 2: Supporting Materials (*candidate responsibility*)

Folder 1: Informational Documentation

- (a) ___ Departmental promotion and tenure standards
- (b) ___ Student opinion questionnaire administered by EKU
- (c) ___ Description of department's secondary systematic method of evaluation
- (d) ___ Prior non-tenured annual evaluations and reports (label with year of evaluation)

Folder 2: Teaching Documentation

- (a) ___ List of items included in this folder
- (b) ___ Teaching evaluation instrument report
- (c) ___ Summary data of secondary systematic method
- (d) ___ Peer evaluations
- (e) ___ Representative syllabi for courses taught
- (f) ___ Other documents illustrating teaching effectiveness (sample assignments, notification of awards received, etc.)

Folder 3: Scholarship Documentation (*contents dependent on discipline*)

- (a)___List of items included in this folder
- (b)___Copies of publications
- (c)___Letters of acceptance for accepted/forthcoming publications
- (d)___Copies of evaluations for performances, exhibits, etc.
- (e)___Published abstracts of presentations
- (f)___Other evidence of quality scholarly and creative activities

Folder 4: Service Documentation

- (a)___List of items included in this folder
- (b)___Evidence of service to the department
- (c)___Evidence of service to the college
- (d)___Evidence of service to the University
- (e)___Evidence of service to the profession (including professionally-related service to the community and other external groups)

SUBFOLDER 3: Recommendations (*college committee and dean responsibility*)

- (a)___Department evaluation report with recommendation(s) for annual evaluation
(uploaded by department chair)
- (b)___College evaluation report with recommendation for annual evaluation
(uploaded by Dean)
- (c)___Provost evaluation report with recommendation for annual evaluation
(uploaded by Provost)