

College of Arts and Sciences

LECTURER PROMOTION

Guidelines and Templates for Assembly of Dossier

General Requirements

This guide is provided to assist in assembling the dossier for promotion. The dossier must contain applicable information requested below, and it must be assembled in the order given below. **Dossiers not following these guidelines will be returned to the department.** Remove all unnecessary blank space between subsections within the same section. All subsections should be accounted for in the dossier; if information is not available or applicable for a particular subsection, please put N/A or Not Applicable.

Do not submit dossiers in notebooks, binders, or folders. Do not include dividers between the sections of the dossier. Title pages and table of contents pages should not be included. The dossier, excluding the cover sheet and the candidate's *curriculum vitae*, should **not exceed 50 pages**.

Page numbering is required. Each section of the dossier must be assigned the appropriate letter, and pages within each section must be numbered sequentially (e.g. A-1, A-2; B-1, B-2, B-3, etc.). **Do not use subsection designations (e.g., B1a1, etc.) when numbering the dossier. Use main section letter (A through E) and numbers only.**

Template charts/tables are included as an aid to the candidate for organizing and displaying particular kinds of information. The candidates should use the provided templates to keep information presentation consistent for all dossiers. This assists the various levels of review in locating and analyzing the candidate's information and streamlines the review of large numbers of dossiers. For sections where templates are not provided, it is strongly recommended that the candidate and/or department head arrive at a clear and concise way to present the required information. **Versions of all accompanying charts/tables can be found on the Lecturer Promotion page of the Arts & Sciences website (<http://artsci.utk.edu/faculty-staff-resources/promotion-tenure/>), under the Lecturers section. ALL TABLES IN THE DOSSIER MUST BE PRESENTED IN PORTRAIT LAYOUT ON THE PAGE. LANDSCAPE LAYOUT WILL NOT BE ACCEPTED.**

Supplemental material may be submitted in electronic form (links to websites or as PDF files). This allows the materials to be posted for the committee, along with the electronic dossier, for viewing convenience.

Checklist: At the end of this document is a checklist which is meant to help with the final review of the order of presentation and completeness of the dossier. Please complete the checklist with page numbers (or page number range, i.e. B3-B12), and not checkmarks. This will assist in the verification of the presence of each document during the review process. The checklist will not become part of the dossier. It is for use by and in the College office only and should be sent in a separate pdf document.

Submission Instructions

- A digital copy of the dossier in a single pdf file emailed to Marla Roberts at mrober56@utk.edu
- A digital copy of the checklist as a separate pdf file emailed to Marla Roberts at mrober56@utk.edu

Direct inquiries to Marla Roberts (mrober56@utk.edu) or Andrew Kramer (akramer@utk.edu).

Dossier Contents

See *Faculty Handbook - Appendix II* for a full description of the elements listed below (<https://facultyhandbook.utk.edu/appendices-2/evaluation-and-promotion-of-non-tenure-track-faculty/>).

(Asterisks indicate required items.)

A. Summary:

- 1) *Summary Sheet: Recommendations for Promotion
 - Please use the latest version, which includes signature lines (Department Head, Dean, and Provost), and ensure all fields are completed.
 - The most current summary sheet can be accessed at the following link: [Lecturer Promotion Summary Sheet](#).
 - a. *Cover Letter
 - Describes the candidate's principal assignment and any secondary assignments over the course of the evaluation period.
 - Provides a brief overview of the candidate's achievements in each of the relevant areas of effort (teaching, research/service/creative activity, service). A more extensive description of achievements should be provided in the candidate's statement, which comes at the beginning of each of the areas of effort.
 - Contextualizes lecturer's contributions
- 2) *Complete *curriculum vitae*
- 3) *Criteria for promotion (See Faculty Handbook 4.5.2 <https://facultyhandbook.utk.edu/non-tenure-track-faculty/promotion-of-lecturers/>).

B. Teaching Ability and Effectiveness:

- 1) *Candidate's statement of teaching philosophy and professional goals
- 2) *Table Summary of student evaluations and grade distributions using College template available here: <https://artsci.utk.edu/wp-content/uploads/2018/11/SAIS-TNVoice-Grade-Distributions-Worksheet.xlsx>.
 - List in chronological order, beginning with earliest and ending with latest
 - SAIS (prior to Fall 2016) and TNVoice (since Fall 2016) consist of the following information:
 - Responses to the first four questions from the SAIS and to the eight questions from the TNVoice from **ALL** classes taught during the **five years prior to the date of the applications for promotion** (i.e. even if the candidate was promoted in 2015, dossiers should include SAIS/TNVoice information for the last five years.)
 - Final grade distributions from **ALL** classes taught during the **five years prior to the date of the application for promotion** (i.e. even if the candidate was promoted in 2015, dossiers should include final grade distributions for the last five years.)
- 3) Evidence of teaching excellence:
 - a. *A selection of representative student comments taken from a complete set of written evaluations provided to the department head by the candidate
 - **The department head selects representative comments from the student narrative evaluations and organizes them according to the major themes that arise.** Selected comments should include positive and negative perspectives as appropriate for each theme. (Themes might include teaching style, assignments and exams, use of technology, student relations, etc.)
 - Please ensure that no student identifiers are included with the comments.
 - b. A list of honors and awards for teaching, advising, or mentoring, beginning with the earliest and ending with the latest
 - c. A representative syllabus
 - Ideally, this syllabus is from the most recent instance of the candidate's most frequently taught course.
 - An abridged version is acceptable especially if the syllabus length compromises the 50-page dossier limit.

- d. Evidence of course or curricular development
- e. Evidence of pedagogical innovation
- f. An account of supervision of undergraduate research
- g. A description of mentoring or coordinating GTAs for large-enrolling, multi-section classes
- h. A description of participation in teaching workshops or pedagogical training

C. Evidence of Excellence in Contributing to the University's Instructional Mission:

- 1) Administrative responsibilities within the program or unit
- 2) Program or course-coordination across multiple sections
- 3) Support for extra-curricular student organization and activities
- 4) Participation in the unit's governance activities and committees
- 5) Professional outreach activities in the campus, community, or discipline
- 6) Other evidence of professional excellence
- 7) Documentation of excellence outside of assigned performance areas

D. Evaluative Recommendations, Reports, and Statements:

- 1) *Description of the candidate's responsibilities
 - a. Applicable Appointment Letter
 - Copy of applicable appointment letter and any subsequent modifications to the appointment letter for the review period
 - Should include assigned percentage of effort distribution in each area of effort (teaching, research/scholarship/creative activity, service)
 - b. Documentation of department and/or college's investments
 - Document investments in the faculty member's professional development and/or service activities
 - Can include conference and workshop travel support, course-load reductions, etc.
- 2) *Copies of annual evaluations during the review period (since the last promotion or for the last five years, as applicable)
- 3) *Peer evaluation of teaching reports
 - For promotion to senior lecturer cases, copies of at least two peer/faculty evaluations of instructions during the review period for promotion to senior lecturer are required.
 - For promotion to distinguished lecturer, copies of at least one peer/faculty evaluation performed after promotion to senior lecturer is required.
- 4) Any other annual evaluations
- 5) *Statements of evaluation by department (Summary of the Faculty Discussion Regarding the Candidate's Promotion)
 - The faculty vote regarding the candidate's promotion case must be recorded in this document. This designated group of departmental faculty must be at the same or higher rank than the candidate under review. A faculty designate (not the department head) shall have the responsibility of summarizing the discussion of the faculty regarding the candidate's dossier and case for promotion. This summary should be presented in letter or memo format and should reflect the main points in the discussion. This should not be a transcript or minutes of the meeting, but instead should be organized to summarize strengths and weaknesses in the case and should present important issues discussed. Any negative votes or abstentions should be addressed in the document.
 - This letter should also be viewed by the candidate prior to the submission of the dossier to the College, with appropriate time (two weeks) allowed for candidate to respond if they so desire.
 - The vote of the departmentally designated faculty group is advisory to the department head.
- 6) *Department head's recommendation letter
 - The department head should provide a recommendation on promotion, with a thorough and detailed discussion of strengths and weaknesses. This letter is critical for providing the context for any special circumstances that should be considered in evaluation of the dossier. For example, helpful comments can clarify concerns regarding the pace and future trajectory of the candidate. In the area of teaching, factors that should be discussed by the

department head include anomalous SAIS scores and responsiveness of the candidate to peer evaluations. Any negative votes or areas of concern cited in previous annual reviews or in the faculty discussion regarding promotion should be addressed to properly draw a clear and consistent picture of the candidate's overall performance.

- This letter should be viewed by the candidate prior to the submission of the dossier to the College, with appropriate time (two weeks) allowed for candidate to respond if they so desire.
- 7) Candidate Notification Statement ([See accompanying template](#))
- Both the department head recommendation and the summary of the faculty discussion must be presented to the candidate prior to submission of the dossier to the College.
 - By signing this statement, the candidate certifies that he or she has received notification of the decision at each of the levels of review and understands that he or she has the right to respond at each stage of the process.
- 8) Candidate's responses – Written responses to the departmental decision must be generated within two weeks after the candidate has been presented with these recommendations and should be added to the dossier prior to submission to the College.

Candidate's Name (please print)

Candidate's Department

Candidate Notification Statement

I hereby attest that I have received notification of the decision at each of the levels of review outlined below. I understand that I have the right to respond at each stage of the process. I understand that if I choose to respond, a response must be received within two weeks of notification at each level. My signature below represents that I have received these notifications:

Stage of Review: Recommendation of Senior Faculty

Candidate's Signature

Date of Receipt

Stage of Review: Department Head/Director

Candidate's Signature

Date of Receipt

Stage of Review: College Dean

Candidate's Signature

Date of Receipt

Lecturer Dossier Checklist

Candidate's Name: _____ Department: _____

This checklist is to be filled out and included with the original dossier. Only one copy is needed. **Please note that item number is not to be confused with page number in the dossier. Pages are to be numbered sequentially by divisions (A, B, C, D), with each division starting again at 1.**

Dossier page (use N/A if not applicable)	Item number	Description (<i>Asterisks indicate required items.</i>)
	A1	*Summary sheet (Use template provided.)
	A1a	*Cover sheet
	A2	*Complete <i>curriculum vitae</i>
	A3	*Criteria for promotion
	B1	*Statement of teaching philosophy and professional goals
	B2	*Table summaries of student evaluations & grade distributions (SAIS & TNVoice)
	B3a	*Representative student comments
	B3b	Honors and awards for teaching, advising, or mentoring
	B3c	Representative syllabus
	B3d	Course or curricular development
	B3e	Pedagogical innovation
	B3f	Undergraduate research supervision
	B3g	Mentoring or coordinating GTAs
	B3h	Teaching workshops or pedagogical training
	C1	Administrative responsibilities
	C2	Program or course-coordination
	C3	Extra-curricular student organization and activities
	C4	Governance activities and committees
	C5	Professional outreach
	C6	Other evidence of professional excellence
	C7	Documentation of excellence outside of assigned performance areas
	D1	*Candidate's responsibilities
	D1a	*Applicable appointment letter
	D1b	*Documentation of department and/or college's investments
	D2	*Annual evaluations
	D3	*Peer evaluations
	D4	Other annual evaluations
	D5	*Departmental faculty report
	D6	*Department head's recommendation
	D7	*Candidate Notification Statement
	D8	Candidate's response