

College of Arts and Sciences

LECTURER PROMOTION

Guidelines and Templates for Assembly of Dossier

General Requirements

This guide is provided to the candidate and the department head to assist them in assembling the dossier for promotion. The dossier must contain applicable information requested below, and it must be assembled in the order given below.

Do not submit dossiers in notebooks, binders, or folders. Also, do not include dividers between the sections of the dossier. Use only simple binder clips to hold together each copy of the dossier. **Title pages and table of contents pages should not be included either.** Please do not include double-sided pages. 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 College asks that the candidates use these templates as provided to keep information presentation consistent for all dossiers. This assists the various reviewing committees in locating and analyzing the candidate's information and streamlines the review of large numbers of dossiers. For those 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 NO LONGER 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. **The College encourages the inclusion of a cover letter contextualizing your contributions as a lecturer. This cover letter shall be included as the first page of your supplemental materials.**

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.

Number of Copies

- Hard copies hand delivered to Marla Roberts in 312 Ayres Hall
 - The original dossier containing original signatures
 - Three (3) paper copies of the complete dossier
- A digital copy of the dossier in a single pdf file emailed to Marla Roberts at mrober56@utk.edu

We welcome inquiries. Direct them to Marla Roberts (mrober56@utk.edu, 974-4161) or Andrew Kramer (akramer@utk.edu).

Dossier Contents

See *Manual for Faculty Evaluation 2016 (MFE16)*, pp. 31-35, for a full description of the elements listed below ([Manual for Faculty Evaluation 2016.](#))

(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.](#)
- 2) *Complete *curriculum vitae*
- 3) *Criteria for promotion ([See MFE16, pp. 31-32](#)).

B. Teaching Ability and Effectiveness:

- 1) *Candidate's statement of teaching philosophy and professional goals
- 2) *Table Summary of student evaluations and grade distributions
 - List in chronological order, beginning with earliest and ending with latest
 - [SAIS Table](#) (prior to Fall 2016) and [EOC Table](#) (since Fall 2016) consist of the following information:
 - Responses to the first four questions from the SAIS and to the eight questions from the EOC 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/EOC 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

D. Evaluative Recommendations, Reports, and Statements:

- 1) *Description of the candidate's responsibilities
- 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 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.)
	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 & EOC)
	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
	D1	*Candidate's responsibilities
	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 responses