**Faculty Review General Understandings**

The faculty review process and dossiers are guided by H.O.P. policies and college/departmental criteria. The general understandings listed here *are not mandatory*, but general parameters for our department.

**Tenure Track Dossiers:** Tenure track dossiers should have all sections completed in accordance to university guidelines. Below are some recommendations for *some* of the items.

* All lengths are provided in single space 11 point font.
* Cover letter: It is recommended that this be 1-3 pages, focused on the big picture of your achievements and progression towards meeting the criteria for tenure.
* Summary of Teaching Achievements, Summary of Research Achievements, Summary of Service: These summaries should be in a bulleted list. It is recommended that these summaries be no more than the equivalent of one page and can be significantly shorter.
* Narrative for Teaching Achievements, Narrative of Research Accomplishments, Narrative of Service: Place the items from the summaries in context, with a focus on significance and impact with connections to the departmental criteria. It is recommended that these narratives be no more than 1-4 pages each in review year 1, 2, 3, and 5. In review years 4 & 6 they could be 4-10 pages long.

Review years 1, 2, 3, and 5 should include documentation from that review year uploaded and should focus on achievements from that review year, placed into context of the tenure track.

In years 4 and 6 the dossier should be cumulative, with documentation from all review years uploaded. Years 4 & 6 summaries and narratives should be cumulative. Promotion to full review and post-tenure review should should also be commulative from the time of previous action.

**Annual Review Dossier:** Annual Review dossiers must include the following materials in accordance to H.O.P. policy and college/departmental criteria:

* Current CV
* Summary of Teaching Achievements, Summary of Research Achievements, Summary of Service. These summaries should be in a bulleted list. It is recommended that these summaries be no more than ½ to 1 page.
* Narrative for Teaching Achievements, Narrative of Research Accomplishments, Narrative of Service: Place the items from the summaries in context, with a focus on significance and impact with connections to the departmental criteria. Write into the existing evaluation criteria, clearly addressing as many as you possible. It is recommended that these narratives be no more than 1-3 pages each. Focus on main impactful acheivments; avoid listing unimpactful and lesser items with equal weight to impactful ones.
* Peer evaluation documentation, if one was completed during the year under review
* Professional growth plan
* Adding documentation that might highlight significant achievements.
* More is not better.

**Promotion to Full and Post-Tenure Review Dossier:** These dossiers should have all sections completed in accordance to university guidelines. These dossiers are cumulative; promotion dossiers should place achievements within career context, but particularly focus on achievements withing the five years before going up for review, post-tenure dossiers should cover the time since the last promotion/post tenure review. Below are some recommendations for some of the items:

* All lengths are provided in single space 11 point font.
* Cover letter: It is recommended that this be 2-4 pages, focused on the big picture of your achievements and progression towards meeting the criteria for promotion or for post tenure review.
* Summary of Teaching Achievements, Summary of Research Achievements, Summary of Service: These summaries should be in a bulleted list. It is recommended that these summaries be no more than the equivalent of one page and can be significantly shorter.
* Narrative for Teaching Achievements, Narrative of Research Accomplishments, Narrative of Service: Place the items from the summaries in context, with a focus on significance and impact with connections to the departmental criteria. It is recommended that these narratives be no more than 4-10 pages each.

**Conflict of Interest in Faculty Reviews**: Committee members always have the ability to recuse themselves from someone’s review if they feel that there is a conflict of interest or some other potential issue in conducting the review. Committee members who have produced a significant amount of scholarly activity (i.e., 50% or more of the candidate’s scholarship is produced in collaboration with the committee member) will be expected to recuse themselves.