

▼ **Cover Sheet (Provided by Faculty)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

This form is completed by the faculty candidate and contains basic information about their appointment and educational and employment history.

Cover Sheet - Promotion and/or Tenure Review 9 required questions,

**Fill Out Form**

This form has not been complete.

▼ **Early Consideration, Suspension, Extension and Other Memos (Provided by Faculty and/or Administrator)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

- If your case is being considered **early**, please upload the approval memo.
- If you received one or more **suspensions** to your tenure clock, please upload the approval memo(s).
- If you received one or more **extensions** to your tenure clock and have taken at least one year of extension, please upload the approval memo(s).
- If you were granted an extension, but are not using it, then you do **not** need to upload the memo.
- If there are other administrative memos related to your case, they can also be uploaded here.

In all cases, you should upload the approval memo issued by the Office of the Provost.

Early Consideration Memo 0 Added

**Add**

No files have been added yet.

Suspension Memo(s) 0 Added

**Add**

No files have been added yet.

Extension Memo(s) 0 Added

**Add**

No files have been added yet.

Other Memos 0 Added

**Add**

No files have been added yet.

Additional Documents 0 Added

**Add**

No files have been added yet.

▼ **Statement of Responsibilities, Criteria Statements, and Other**

**Documentation (Provided by Administrator)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

Statement of Responsibilities 1 required, 0 Added

Add

**PROVIDED BY ADMINISTRATOR**

The department head, in consultation with the faculty member, shall prepare a statement of the candidate's responsibilities. It is recommended that the statement be composed within the first six months of employment and updated annually. The statement should describe the areas of responsibility assigned to the faculty member in regard to the criteria used in promotion and tenure reviews.

No files have been added yet.

Department and College Statements of Criteria and Expectations 1 required, 0 Added

Add

**PROVIDED BY ADMINISTRATOR**

Each department and college must include a description of the criteria used to appoint and evaluate faculty in their respective units as outlined in the *Faculty Handbook* 3.11.4.

No files have been added yet.

Certification of Competence to Communicate in English 1 required, 0 Added

Add

**PROVIDED BY ADMINISTRATOR**

Certification of English competency for tenure candidates must accompany dossiers submitted to the Office of the Provost. Please complete the [form found here](#) and upload it to this section.

No files have been added yet.

▼ **Teaching Ability and Effectiveness (Provided by Faculty)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

The material in this section documents the candidate's teaching ability and effectiveness.

**Candidate's Statement / Self-Assessment** 1 required, 0 Added

**Add**

The statement describes the candidate's teaching philosophy and practices and reflects on teaching ability and effectiveness.

No files have been added yet.

**Scheduled Classes Taught** 1 required, 0 Added

**Add**

A list of courses taught at UTK for each term or semester (including summer term). Include the following information:

1. enrollment;
2. percent effort for co-taught classes;
3. identify honors courses;
4. identify clinical assignments or other forms of direct student supervision, if appropriate; and
5. list advising responsibilities.

No files have been added yet.

**Quantitative End-of-Course Student Surveys** 1 required, 0 Added

**Add**

A concise tabulation of results of end-of-course student surveys or documented evaluation of candidate's programs, activities, and skills. [See example table.](#)

No files have been added yet.

**Peer Review of Teaching Reports** 1+ required, 0 Added

**Add**

Peer review of teaching reports and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating teaching, or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

Applicants for tenure are required to have two peer reviews of teaching that have been completed during the probationary period. Applicants for promotion only are required to have one peer review of teaching that has been completed since the last promotion.

No files have been added yet.

**Optional Indicators of Teaching Quality** 0 Added

**Add**

1. statements from administrators that attest to the candidate's teaching and advising effectiveness;
2. other documentation of evidence of teaching and advising effectiveness (e.g., performance of students in subsequent courses, tangible results and benefits);
3. honors and awards received for teaching;
4. a list of supervised graduate dissertations (or equivalent) required for graduate degrees with types of degrees and years granted;
5. membership on graduate degree candidates' committees;
6. a list of supervised undergraduate honor theses or research;
7. evidence of international or intercultural instructional activities.

No files have been added yet.

▼ **Teaching Ability and Effectiveness (Provided by Administrator)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

Narrative End-of-Course Student Survey Materials 0 Added

**Add**

**PROVIDED BY ADMINISTRATOR**

If a summary of student comments from end-of-course student surveys is included, the summary should be broadly representative of all the student comments received. These comments should be compiled by the department head from standard end-of-course students surveys.

No files have been added yet.

▼ **Research/Scholarship/Creative Activity (Provided by Faculty)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

The material in this section documents the candidate's achievements in research/scholarship/creative activity (according to the terms of the candidate's appointment).

Candidate's Statement 1 required, 0 Added

**Add**

The statement describes the candidate's research/scholarship/creative achievement approach and/or agenda.

No files have been added yet.

List of Scholarly Publications 1 required, 0 Added

**Add**

Publications should be listed in standard bibliographic form, preferably with the earliest date first. Citations should include beginning and ending page numbers or total number of pages, where appropriate. For multiple-authored works, the contribution of the candidate should be clearly indicated (e.g., principal author, supervised person who authored the work, etc.). Publications should be grouped in the following categories and in the order given:

1. Articles published in refereed journals;
2. Books;
3. Scholarly and/or creative activity published through a refereed electronic venue;
4. Contributions to edited volumes;
5. Papers published in refereed conference proceedings;
6. Papers or extended abstracts published in conference proceedings (refereed on the basis of abstract);
7. Articles published in popular press;
8. Articles appearing in in-house organs;
9. Research reports submitted to sponsors;
10. Articles published in non-refereed journals;
11. Manuscripts accepted for publication (include letters of acceptance).
12. Manuscripts submitted for publication (include where and when submitted).

No files have been added yet.

Creative Activity 0 Added

**Add**

This section should document exhibitions, installations, productions, or publications of original works of architecture, dance, design, electronic media, film, journalism, landscape architecture, literature, music, theatre, and visual art. Performance of original dance, literary, musical visual arts, or theatrical works, or works from traditional and contemporary repertoires of the performing arts should be chronicled with critiques.

No files have been added yet.

**Projects, Grants, Commissions, and Contracts** 0 Added

Add

These should be grouped in the following categories and in the order given:

1. Completed;
2. Funded and in progress;
3. Under review.

For each item, provide the date, title, agency, and amount.

Note that "submitted but not funded" is excluded from the Faculty Handbook as a specific item; check with your college or department about whether you should include this information.

No files have been added yet.

**Papers Presented at Technical and Professional Meetings** 0 Added

Add

List the meeting and paper titles chronologically in standard bibliographic form and indicate whether the candidate was the presenter, whether the paper was refereed, and whether the paper was invited.

No files have been added yet.

**Record of Participation In, and Description of, Seminars and Workshops** 0 Added

Add

Provide a short description of the activity, with titles, dates, sponsor, etc. and indicate your role in seminar or workshop (e.g., student, invited participant, etc.)

No files have been added yet.

**Record of Invitations to Conduct Workshops, Master Classes, Seminars, etc. at Other Institutions** 0 Added

Add

No files have been added yet.

**Optional Indicators of Research Quality** 0 Added

Add

You may include the following other indicators of quality, as appropriate:

1. Other evidence of research or creative accomplishments (patents, new product development, international and intercultural expertise or experience, new art forms, new computer software programs developed, notable citations and / or reviews of creative work or scholarship, etc.);
2. Honors or awards for research/scholarship/creative achievement;
3. Grants and contracts for instruction or for training programs, with an indication of the candidate's role in preparing and administering the grants and contracts.

No files have been added yet.

▼ **Institutional, Disciplinary, and/or Professional Service**

(Provided by Faculty)

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

The material in this section documents the candidate's achievement in institutional, disciplinary, and/or professional service.

**Candidate's Statement** 1 required, 0 Added

**Add**

The statement will describe the candidate's achievement in institutional, disciplinary, and/or professional service.

No files have been added yet.

**Institutional Service** 0 Added

**Add**

1. Record of committee work at department, college, and university levels;
2. Participation in university-wide governance bodies and related activities;
3. Record of contributions to the University's programs, at home and abroad, to enhance equal opportunity, cultural diversity, and international and intercultural awareness.

No files have been added yet.

**Disciplinary Service** 0 Added

**Add**

Record of membership and active participation in professional and learned societies related to academic discipline (e.g., offices held, committee work, journal refereeing, and other responsibilities).

No files have been added yet.

**Professional Service** 0 Added

**Add**

1. Service to public and private organizations or institutions in which the candidate uses their professional expertise;
2. Service to governmental agencies at the international, federal, state and local levels;
3. Service to industry, e.g., training, workshops, consulting;
4. Participation in community affairs as a representative of the University.

No files have been added yet.

**Optional Indicators of Quality** 0 Added

**Add**

This section may contain the following indicators of quality, as appropriate:

- Honors or awards for service activity within the institution, discipline, and/or profession.

No files have been added yet.

▼ **Other Supporting Materials (Provided by Faculty)**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

**Supporting Materials** 0 Added

**Add**

No files have been added yet.

▼ **Materials not to be included without Dean's Approval**

Not Yet Submitted **Unlocked**

**Submit**

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Required Files

**Materials not to be included in the dossier.** The dossier should *not* contain the following items unless unusual circumstances prevail and the materials are necessary for making an assessment and recommendation. (This judgment shall be made by the dean.):

1. Evaluative statements written by the candidate, other than the required statements at the head of each factual section of the dossier;
2. Statements about a candidate's personal life unless they are germane to the quality of the candidate's work;
3. Letters of appreciation or thanks except when they include an explanation of the contribution made to teaching, research/scholarship/creative activity, or service;
4. Course syllabi, outlines, and other course materials; course evaluation forms.

If permission has been granted by your dean to add any of these materials, you can upload these materials to this section, along with a memo from the dean granting you permission to do so.

**Memo from the Dean** 0 Added

**Add**

No files have been added yet.

**Additional Documentation** 0 Added

**Add**

No files have been added yet.

**Additional Documents** 0 Added

**Add**

No files have been added yet.

▼ Annual Performance and Retention Review Materials

(Provided by Administrator)

Not Yet Submitted **Unlocked**

Submit

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Required Files

PROVIDED BY ADMINISTRATOR

**For Tenure and/or Tenure and Promotion:** All Retention Review materials and Annual Performance and Planning Review (APPR) materials completed during the probationary period, including, but not limited to, the following documents:

1. Retention Review Report Form;
2. Faculty narrative from retention review;
3. Retention narrative from any and all administrative levels;
4. Candidate's responses to any and all retention review narratives;
5. Dissenting statements from faculty;
6. APPR form;
7. APPR narratives from any and all administrative levels;
8. Candidate's responses to any APPR narratives.

**For Promotion Only:** All materials from Annual Performance and Planning Reviews (APPR) completed since the last promotion, including, but not limited to, the following documents:

1. APPR form;
2. APPR narratives from any and all administrative levels;
3. Candidate's responses to any APPR narratives.

Annual Performance Reviews 0 Added

Add

All APPRs are required. For promotion only cases, only the APPRs since the time of last promotion need to be included.

No files have been added yet.

Retention Reviews 0 Added

Add

Retention reviews are required for faculty being considered for tenure.

No files have been added yet.

▼ Curriculum Vitae (Provided by Faculty)

Not Yet Submitted **Unlocked**

Submit

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Required Files

Curriculum Vitae 1 required, 0 Added

Add

No files have been added yet.

▼ Candidate Signature Statement (Provided by Faculty)

Not Yet Submitted **Unlocked**

Submit

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Required Files

This section provides a statement, signed by the candidate, attesting that the candidate has reviewed all of the above sections of the dossier for accuracy and completeness.

Promotion and/or Tenure Candidate Signature Statement 3 required questions,

Fill Out Form

This form has not been complete.