

For College Faculty

Tenure & Promotion Dossier Preparation Guidelines

These guidelines apply both to candidates for Tenure and Promotion and candidates for Promotion to Full Professor.

INSTRUCTIONS:

The following items should be included in the folder in the prescribed order, with each file clearly labeled. The T&P form is completed by the Department Chair. The Chair appends all chair materials to the materials compiled by the candidate and submits the package to Leigh Anne Wray, Administrative Coordinator for Associate Dean Anthony Marsh, as an e-mail attachment or on a USB memory stick.

Chair Materials

- Tenure and Promotion Form
 - Must contain vote tally and committee signatures
- Departmental guidelines for promotion
- Copies of all pre-tenure review documents (not required for promotion to Full Professor)
- A copy of the letter sent by the Chair to external reviewers
- All external review letters (a minimum of three (3) outside review letters is required). The majority of those letters (2/3 if there are only 3 letters) must be from people not recommended by the candidate. If more than three letters are solicited, the majority must still be from people not recommended by the candidate. Conflicts of interest should be avoided. For example, no letters should be requested from former advisers, collaborators, or personal friends.

Candidate Materials

- Candidate's cover letter to the Chair requesting consideration for promotion
- Candidate's CV including résumé of teaching, research, and service contributions. Peer reviewed and non-peer reviewed publications, shows, performances, presentations should be listed separately. A list of all courses taught at Wake Forest and the frequency of these offerings (offered once, offered every two years, *etc.*) should also be included.
- Candidate's Teaching and Research Statement (one document, ~6 pages). These statements should include:
 - Teaching philosophy
 - Pedagogical growth and development
 - Summary and trajectory of scholarly or creative activity
 - Connection between teaching and scholarship, as applicable
- A representative sample of the candidate's scholarly work (published manuscripts, books, creative works).
- Teaching/course evaluations from the last 3 semesters. Any committee or peer assessments of teaching, along with any course portfolios or self-assessments, should also be included. If letters from former students are submitted, the department chair and review committee will select a representative sample of letters to be included in the file.
 - Aggregate data are requested for each class (provided by Chair).
 - Include departmental teaching evaluation averages for comparative purposes (provided by Chair).
- Reviews of completed works may be included as well as evidence of citation by others or evidence of the number of libraries that hold the work.

Compile materials in pdf format in one folder labeled:

LastName_FirstName_Dept_T&P_20xx

OR

LastName_FirstName_Dept_Promotion_20xx

Example: Marsh_Anthony_HES_T&P_2016

Use a naming system for folders/subfolders and files to ensure they present in the required order. For example, preface folder names and file names with a number (e.g., 01, 02, 03, etc.) followed by an underscore.

Example: FILE: 01_LastName_T&P Form.pdf
 FILE: 02_Dept guidelines.pdf
 FILE: 03_LastName Pre-tenure Review.pdf
 FILE: 04_LastName Chair Letter to External Reviewers.pdf
 FILE: 05_LastName External Review Letters.pdf
 FILE: 06_LastName Cover letter.pdf
 FILE: 07_LastName CV.pdf

etc.

Subfolders can be used to organize similar materials (e.g., publications, scholarly and creative works) but be sure to use a clear naming format and structure so that subfolders and files appear in a logical order.

 SUBFOLDER: Publications/Scholarship/Creative Works (name as appropriate)
 FILE (within folder): 01_LastName et al 2000.pdf

Please ensure that any hyperlinks that are used within the pdf files work in Google Drive.

Hard copies of selected publications and/or other evidence of scholarly/creative works may be submitted to Leigh Anne Wray only if they are unavailable in electronic form. These materials will be available to the T&P Committee in the Office of the Dean of the College.