This is your dossier.
Core Values Regarding P & T Process

- Transparency
- Fairness
- Predictability
- Integrity
Policies and Guiding Documents

- Department/School Operating Paper
- College Operating Paper
- The Collective Bargaining Agreement with the SIUC Faculty Association, IEA/NEA (Current – FY11-14)
- The Employees Handbook
  - Promotion Policies and Procedures for Faculty
  - Tenure Policies and Procedures
Tenure probationary period established by University policy

- Assistant Professor – Mandatory review conducted in 6th year of appointment
- Associate Professor – Mandatory review conducted in 4th year of appointment
- Professor – Mandatory review conducted in 2nd year of appointment

Promotion

- Early Promotion may occur after any length of time; Tenure is awarded concurrent with Promotion
- Promotion from Associate to Full can occur after any length of time; consult your department/school and college operating papers for guidance
Overview of Process

- **Spring and Summer Before Application (aka NOW!)**
  - Candidate and Director/Chair discuss potential reviewers, confidentiality status, and timeline for the unit and college
  - Candidate and Chair/Director begin to compile dossier materials

- **Fall of Review Period**
  - eDossier is finalized (Chair/Director adds external letters)
  - School/Department review and vote; Chair/Director makes independent recommendation
  - College committee review and vote (deadlines vary by college)
  - Dean’s recommendation (due with dossier to Provost by November 20, 2015)

- **Spring of Review Period**
  - Recommendation of the Provost (March)
  - Board of Trustees ratifies positive recommendations (May)
Overview of Process – Unit and College Levels

- **Open to Department Review**
- **Department Vote**
- **Chair/Director Recommendation**
- **Open to College Review**
- **College Vote**
- **Dean Recommendation**

**Deadline for submission to Provost:**
November 20, 2015
Three Levels of Independent Review – Unit

- **Department/School Level**
  - Evaluation of the record grounded in the department/school criteria, but attentive to college and University criteria and expectations
  - Departmental level committee reviews and provides recommendation of the faculty
  - Chair/Director conducts an independent review and makes independent recommendation
  - *Know your department/school operating paper!*
Three Levels of Independent Review - College

- **College Level**
  - Evaluation of the record using the college criteria and expectations in context with the department/school criteria and University criteria
  - College level committee reviews and provides recommendation of the college faculty
  - Dean conducts an independent review and makes independent recommendation

- **Know your college operating paper!**
University (Provost) Level

- Evaluation of the record using the University criteria and expectations in context with the department/school criteria and college criteria
- Provost conducts an independent review and makes independent recommendation
- Know your University policy!
Responsibility for providing complete dossier to Dean rests with the Chair/Director, but this is a shared responsibility.

- The faculty member provides information and materials in support of their application
- The chair/director and faculty member work together to create the final dossier

“The faculty member should be allowed to submit whatever he or she considers relevant to promotion in addition to any information or material required by university, collegiate, or departmental policies.” – Promotion Policies and Procedures for Faculty
Verification of Completeness

- All reviewers should see the same materials
  - The digital dossier (eDossier) is the **OFFICIAL** dossier
  - Must review your dossier for completeness **BEFORE** opening for departmental review
  - Sign and date the Verification of Completeness document
  - Dossier is locked after Department/School review begins

This is **YOUR** dossier.

Make sure it accurately reflects your accomplishments.
Zone of Possibility

Department Vote

Chair/Director Recommendation

Open to College Review

Open to Department Review

College Vote

Dean Recommendation

Deadline for submission to Provost: November 20, 2015
Describe philosophy and accomplishments in clear, concise language

Provide adequate documentation that supports your narratives and application but don’t submit War and Peace

Recommend external reviewers who will be able to fairly and accurately assess your work and your impact

“The C.V. and dossier should allow reviewers from diverse disciplines to easily judge the quantity and quality of work. The less a candidate makes reviewers work, the more professional s/he appears. Candidates should avoid duplicated or questionable entries; should make sure that they provide full documentation of all work, and organize materials so reviewers can easily access and understand them”. [From unknown former provost]
Selection of External Reviewers

- Identify scholars, teachers, and discipline “heroes”
  - Ideally at least arms-length from the candidate
  - Avoid doctoral supervisors, co-PIs, former faculty colleagues, and significant collaborators
  - Should be at the aspirational rank or higher
  - Should be high-quality, well-regarded individuals
  - Chair/Director is responsible for soliciting the letters and uploading them to the digital dossier
  - The candidate should not contact the reviewers prior to or during the review process
Reflective statement should describe candidate’s teaching philosophy, goals, and approaches

ICE Scores
- Provide a summary table
- Provide information on department/school or college norms

Student letters are okay if:
- Individuals are not current students
- Letters are solicited by Chair/Director and delivered directly to him/her

Peer Evaluations of Teaching
Reflective statement should describe candidate’s research/creative activity focus

Evidence/Evaluation of Research Grid
- Only provide publications/creative works *during the review period*
- Chair/Director makes final determination on ranking of research outlet

Funded Research chart
- Only include those recognized by OSPA
Service

- Reflective statement should describe candidate’s role in, and commitment to, service at the three levels

- Letters of Acknowledgement
  - Five letters of acknowledgement/appreciation maximum
  - Pay attention to levels/areas

- Awards and Recognition
  - Listing is sufficient; Copies of awards are not necessary
Your Rights in the Process

- Right to a copy of the recommendations from their chair/director and dean at the time of recommendation

- Right to provide a rebuttal letter to a negative recommendation from the chair/director and/or dean
  - Must be submitted within ten (10) days of receipt of negative recommendation
  - Must be uploaded into the dossier **PRIOR** to moving the dossier to the next level of review if received by the deadline

- Some units allow for department/school committee recommendations to be shared with the candidate

- Some units allow the candidate to submit letters of rebuttal/response to department/school committee recommendations
  - Check your operating paper!
Withdrawing from Review

- Only the candidate may stop the review once it has begun
  - Must be submitted in writing
    - Email is acceptable if from University email address
  - May occur at any time prior to University (Provost) Level review
  - Does not negatively affect future applications
If you have concerns about the process, speak with your chair/director as quickly as possible.

If your concerns are with your chair/director, speak with your dean.

If you feel uncomfortable approaching either of those individuals, contact the Associate Provost for Academic Administration’s office (that’s us!)
Resources and Templates

- Associate Provost for Academic Affairs Promotion and Tenure website: [http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html](http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html)
  - Provost’s Promotion and Tenure Dossier Preparation Guidelines – 2015
  - eDossier Training and Creation Guide Documents
  - eDossier Templates and Format Documents

Give yourself over to the guide!
Technical Procedures

- The digital dossier (eDossier) is the **OFFICIAL** dossier
- Supplemental materials, as required by the unit, may be included in the appropriate area of the digital dossier or as hard copy (e.g., books)
- eDossier Course Shell is set up to provide easy “drag and drop” addition of dossier materials in their proper place
  - Do not remove sections or otherwise modify course shell
- Provost will open the review period – D2L course shell may be requested **after** this occurs via online request form
Give yourself over to the guide! Templates are available to help step you through the process of dossier preparation.

- Obsessive-compulsive nature of templates and naming convention help – really!
- Current PDFs will be slightly modified to reflect feedback from this year’s process and Word templates will be added
- Utilize the Dossier Example in D2L and on our website
- Get help!
  - eDossier D2L Technical Workshops in July and August open to Faculty and staff
  - Departmental personnel
  - Associate Provost for Academic Administration office
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