

August 23, 2020

TO: Teaching/Extension/Research Department Heads
FROM: Tim Cross
SUBJECT: Promotion and Tenure Dossiers

As we begin to prepare for another year of promotion and tenure reviews, I wanted to share a few reminders to be sure we have complete and consistent dossiers.

- Timelines, presentations and other resources from the April, 2020 Promotion and Tenure Workshop are available on the Forms, Guidelines, and Reference Materials page of the UTIA Faculty and Staff Website:
<https://utia.tennessee.edu/2020-promotion-and-tenure-resources/>
- Each dossier should be composed of three PDF files.
 - **File 1**, including **sections B through E**. should be prepared by the candidate and must follow the dossier format as described in the Faculty Evaluation Manual
 - **File 2**, Includes **section A**, and is prepared by the Department Head.
 - **File 3**, Includes **sections F and G** (Excluding the Deans Letter(s) and is also prepared by the department head.
 - <https://facultyhandbook.utk.edu/appendices-2/assembly-of-the-tenure-and-or-promotion-dossier/>
- The summary sheet, which should be the first page of File 2, is available at [Summary Sheet P&T PDF](#)
- One complete hard copy of each candidate dossier must be submitted to the appropriate Dean's office (i.e., the Dean's office that represents the responsible account for the candidate) by **February 1**. This printed copy should include the signature of the department head and the results of the College or Institute review committee's vote on the summary sheet.
- Be sure all letters are on letterhead, signed, and dated. Also, ensure that all review forms and letters (performance review, retention review, and mid-cycle review) are complete, signed, and included as described in Section G.

Thanks for your hard work in guiding our promotion and tenure candidates through the review process.

C: Department Head Administrative Assistants
Deans and Assistants
TPPR Committee