

August 6, 2019

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.

- Remind faculty that there are tips available to help them in preparing their dossiers:  
[2018 Dossier Tips](#)  
[Timeline for Promotion and Tenure Reviews](#)
- Presentations from the June, 2019 Promotion and Tenure Workshop are available on the Forms, Guidelines, and Reference Materials page of the UTIA Faculty and Staff Website:  
[Forms, Guidelines, and Reference Materials page](#)
- 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.
- The summary sheet, which should be the first page of File 2, is available at  
[Summary Sheet P&T PDF](#)  
NOTE: This is a change from prior years.
- 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